



LEATHERSTOCKING EDUCATION ON ALCOHOLISM/ADDICTIONS FOUNDATION, INC.

Prevention Specialist (Focus: Media and Large Venue Events)

Educational Qualifications

Individual should possess at least a bachelor's degree in human services, public health, education, communications, or related field. Experience, training, or a willingness to learn prevention, intervention and/or treatment of alcoholism, substance abuse and family issues, including relapse is required. Knowledge of the continuum of services and the local referral process is an asset. Comfort and competence in MSWord, Power Point, Data Entry, virtual platforms, email, and other computer based applications are required. CPP or other QHP license/certification are a plus.

Description of Duties

LEAF Prevention Specialist will work within a team environment with all LEAF staff members. Prevention Specialists will communicate effectively with community members of all ages and socioeconomic backgrounds and must demonstrate above average verbal and written communication skills. Working with various groups and individuals in a variety of settings are key components to being successful in this position. Because of the community-based nature of the work, some evenings and weekends are required, especially in December, July, and April. Employees must have their own transportation. This is a non-exempt position.

Prevention specialists are responsible for the development, promotion and delivery of programs and services for a variety of target populations and in a variety of settings. When additional training is required (or desired) to attain competence in work related skills, Prevention Specialists will attend professional development workshops, conferences, or classes. Because the prevention of problems associated with addictive disorders is broad in scope, Prevention Specialists will have a range of duties as required or assigned. Such duties shall include, but not be limited to:

1. Increasing knowledge and understanding of Evidence Based Prevention, data collection, and data reporting.
2. Networking with other agencies and representing LEAF at relevant human service coalitions.
3. Working collaboratively with other agencies and LEAF staff to develop, promote and/or deliver programs.

4. Serve as LEAF's graphic artist to develop materials for print, radio, video, or web based media that support the mission of LEAF (including evidence based environmental strategies).
5. Serve as LEAF's representative on the Hill City Celebrations Coalition in order to better coordinate environmental strategies related to large venue events designed to promote a reduction of communitywide alcohol sales, consumption and advertising.
6. Working collaboratively with LEAF's Prevention Coordinator, and providing experience-based input on programming decisions in two counties.
7. Assessing the community/environment to develop new services or adapt existing programs.
8. Assisting in advocacy for alcohol and substance abuse services.
9. Assisting the Executive Director and other staff members in developing and/or writing proposals for funding opportunities.
10. Attending and participating in all staff meetings, LEAF functions and fundraisers.
11. Observing general office procedures with regard to standardized statistical reporting and data collection and submit such on a timely basis.
12. Performing other duties as required by the Executive Director to support LEAF's mission.

Immediate Supervisor: Executive Director

LEAF is an Equal Opportunity Employer