

## EMCMHC

### Job Description

**CLASS TITLE:** Prevention Specialist      **FLSA:**  
**DEPARTMENT:** Chemical Dependency  
**ACCOUNTABLE TO:** Program Director

**PRIMARY OBJECTIVE OF POSITION:** Under general direction is responsible to provide professional services in the area of substance abuse prevention education and networking; Work requires individual judgment within established policies and procedures set by the State Prevention Program.

**ESSENTIAL JOB FUNCTIONS:**

- Physical requirements may require walking, lifting up to 35#’s(greater with assistance), prolonged sitting, climbing steps, stooping, bending, and the ability to get in and out of a vehicle without assistance;
- Must have ability to communicate orally and in the public;
- Work may be performed in an office, individually, family, or in a group setting;
- Some traveling required where exposure to inclement weather of heat, cold, rain, and snow may occur;
- Must complete Credible EHR functionality and overview training within the first month of employment and maintain Certification throughout employment; and
- Must possess a valid Montana Operator’s License (If your own personal vehicle is used to transport any client, your vehicle must have insurance that will cover passengers).

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Substance abuse is referred to as alcohol, tobacco, and other drugs;
- Works with agency chemical dependency counselors in networking and maintaining referral sources;
- Provides networking, prevention, and educational activities;
- Participates in staffing and referral activities;
- Provides all services mentioned in the state prevention contract with EMCMHC/SADS contracted service area;
- Maintains required standards in all agency records and state paperwork;
- Works as a part of the Agency Therapeutic Team;
- Provides individual, group, and family education when appropriate;
- Adapts to new or crisis situation as they arise;

## **CLASS TITLE: Prevention Specialist (continued)**

- Meets productivity standards with community contacts, while maintaining a professional and ethical level of conduct according to standards of practice, EMCMHC policies, and state and federal policies;
- Attends staff meetings and peer reviews, team service and coordination meetings, in-service trainings and outside service training as directed; and
- Performs other duties assigned by the Program Director or Administration.

**SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS:** None

### **EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- Graduation from High School or its equivalent, Associates Degree in Human Services or related field preferred; Supplemented by additional training in Substance Abuse Prevention Specialist Training; PLUS
- Two (2) years demonstrated work experience in substance abuse or the chemical dependency health field;
- Possess people skills and public speaking skills;
- Must complete Credible EHR functionality and overview training within the first month of employment and maintain Certification throughout employment; and
- Must possess a valid Montana Operator's License (If your own personal vehicle is used to transport any client, your vehicle must have insurance that will cover passengers).

### **EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS**

- Maintains the highest level of ethics, morals, standards, respect for others, empathy, and privacy of client information;
- Provides referrals to other community resources when appropriate;
- Obeys all Federal and State Laws governing professional confidentiality;
- Continues personal/professional development as a Prevention Specialist;
- Consults and peers with other EMCMHC clinical staff and/or employees when needed;
- Performs such other assignments and duties as may be required and needed.

**Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.**

Revised 09-11-2014