

**EMCMHC**  
**Job Description**

**CLASS TITLE:**            **Prevention Specialist**  
**DEPARTMENT:**         **Prevention Services**  
**ACCOUNTABLE TO:**     **Program Director**

**PRIMARY OBJECTIVE OF POSITION:** Prevention Specialist 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 EMCMHC and 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;
- Some weekends and nights may be required depending on community meetings and events; 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;
- Provides training and presentations to community groups, agencies and youth on substance abuse prevention.
- Participate in local coalitions with common goals around substance abuse prevention.
- Participates in weekly and quarterly performance/training meetings
- 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;
- Provides individual, group, and family education when appropriate

- 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.

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

- Graduation from High School or its equivalent.
- 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;

#### **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**