

**CLASSIFICATION TITLE:** *Intervention and Prevention Specialist*

**Salary Range: 25**

**DESCRIPTION OF BASIC RESPONSIBILITIES:**

Under general assistance from the Intervention and Prevention Program (IPP) Coordinator, plans, organizes, facilitates, promotes, and monitors programs and activities for administrators, children, youth, and educational support personnel in the areas of school-based alcohol, tobacco, and other drug prevention programs, violence prevention, gang reduction, school safety, HIV/AIDS prevention education, foster youth services, homeless education and health education.

**DIRECTLY RESPONSIBLE TO:**

Student Support and Outreach Coordinator

**SUPERVISION OVER:**

None

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.)

**Student Facilitation:**

Facilitate focus group meetings relating to gangs, tobacco, and alcohol and drug-free and asset building; organize positive alternative activities for students including field trips and presentations; interview and assess students to develop individual action plans; conduct classroom presentations and activities; organize community service projects for students.

**Case Management:**

Counsel students one-on-one or in a group setting; maintain on-going communication with parents and school site staff specific to program services; assemble and record detailed student/school data relating to grades, attendance, discipline, and expulsions; track individual student progress and participation in activities and events; document all student and parent contacts; analyze data to determine effectiveness of program; conduct meetings with school site staff to discuss relevant student information and program services; refer students/parents to appropriate agencies; follow-up on student referrals to recommended services.

**Trainings, Presentations and Curriculum:**

Present information to parents, school staff and community members concerning program services to increase awareness relating to school safety, gangs, violence, and tobacco, drug and alcohol abuse; train parents, teachers, other school staff and community members/organizations on asset building; train volunteers to become mentors or program participation; create and direct Peer training in order to use students as resources; plan, conduct, and coordinate program activities including trainings, workshops, and countywide events to assist school districts in Sutter County with strengthening existing prevention, intervention, and health programs or implementing new programs; provide technical assistance regarding community resources, promoting partnerships and linkages with agencies that support these educational, prevention and intervention programs.

**Recruitment and Outreach:**

Based upon student, school and community needs, design and implement marketing plan; coordinate, organize and implement targeted activities to address the needs of the customer; participate in selected community events that compliment program.

**Program Development and Implementation:**

Participate in the planning of Request for Proposal (RFP) implementation; maintain current level of knowledge of program regulations; develop, implement and follow-up with supervisor and team on individual and program strategic plans; attend meetings and participate on committees as appropriate.

Special Projects / Events:

Research up-to-date curriculum and modify for lessons; coordinate job shadows and school-to-career activities; coordinate and participate in various community events to increase intervention and prevention awareness; participate in police department "ride-a-longs" to collect current information on local gang activities; conduct California surveys; assist in grant writing; attend various trainings, workshops, and meetings relating to program services; complete various reports/applications with existing grants or programs and implement new grants or programs; utilize and implement the County Office personnel procedures and policies; participate in meetings (e.g. safety, site advisory and community, etc.) for the purpose of coordinating activities and ensuring that IPP services are met at assigned school sites.

Office Support:

Create schedules and forms for the implementation and evaluation of program; design certificates, flyers and handouts; compile calendar of activities.

**MINIMUM QUALIFICATIONS:**

Education:

An associates or bachelors degree in Human Services, Social Sciences, Psychology, or Sociology. Experience and training in the field may be considered equivalent to formal education.

Training and Experience:

Any combination of training and experience which demonstrates the ability to perform the duties as described. Experience working with students and families from high-risk environments.

Desirable Qualifications:

Read, write and speak Spanish, Hmong and/or Punjabi.

Knowledge of:

Proven and professionally acceptable methods, techniques, and programs which are effective in prevention/intervention for adolescents; drug, alcohol, and tobacco effects both emotional and physical; behavioral issues with students from high-risk environments; local gang structure and activity; local community resources; school systems; case management procedures; basic research techniques.

Skill and Ability to:

Communicate effectively with adults and students from high-risk environments both in oral and written form; plan and conduct presentations; recognize the need to refer students to appropriate agencies for services; work with minimum supervision; work cooperatively and effectively with individuals and groups and a diverse population; handle behavioral situations; collect and disseminate information; maintain accurate records; utilize modern office equipment (such as: computer including the ability to utilize the Internet, pager, cellular phone, adding machine, copy machine, fax, etc.).

Physical Requirements:

The usual and customary methods of performing the job functions requires the following physical demands: Occasional lifting up to 25 lbs, carrying, pushing and/or pulling; some stooping, kneeling, crouching; reaching, handling; manual dexterity to operate a telephone and enter data into a computer; facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation; facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without

reasonable accommodation; facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation; facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation; when applicable, facility to determine and differentiate colors with or without reasonable accommodation; when applicable, facility to drive an automobile or to arrange a consistent method of transportation.