

CLASSIFICATION TITLE: *Intervention and Prevention Support Specialist*

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:

Under general assistance from the Intervention and Prevention Program (IPP) Coordinator, plans and provides assistance to the Intervention and Prevention Specialist 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:

Under the general supervision of the Intervention and Prevention Specialist and the overall supervision of the Intervention and Prevention Program 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; assist in the planning of positive alternative activities for students including field trips and presentations; assist with students to develop individual action plans; assist with classroom presentations and activities; assist with the planning of 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; assist with the tracking of individual student progress and participation in activities and events; document all student and parent contacts; assist in analyzing data to determine effectiveness of program; assist with the organizing of 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:

Assist in the presentation of 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; assist in the training of parents, teachers, other school staff and community members/organizations on asset building; assist with the development of Peer training in order to use students as resources; assist with the planning, conducting, and coordinating of 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; may assist with providing technical assistance regarding community resources, promoting partnerships and linkages with agencies that support these educational, prevention and intervention programs.

Program Development and 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.