



Job Title: Part-Time Prevention Specialist
Job Type: Monday-Friday/4:00pm-8:00pm

Reports to: Program Director
Revision Date: January 1, 2016

POSITION SUMMARY: (\$14-16)

Under the direct supervision of the Program Director the Prevention Specialist will create a safe and caring therapeutic environment for at-risk youth who participate in our Man up and Sisters Helping Sisters Life Skills treatment program. The position requires an individual who can actively interact with program youth, assisting them with problem solving, and ensuring that their physical and emotional needs are being met.

ESSENTIAL FUNCTIONS:

1. Provide on-site supervision of youth during programming hours.
2. Provide crisis intervention and counseling to youth as needed.
3. Model professional, responsible behavior at all times.
4. Coordinate weekly community service activities.
5. Facilitate and plan weekly group life skills & drug and alcohol prevention sessions for SHS.
6. Attend youth court hearing to report program progress (as requested).
7. Conduct face-to-face intake with families.
8. Conduct follow up calls with other service providers working with the youth.
9. Conduct follow-ups for program participants who have successfully graduated from the program or were detained while in program.
10. Report program attendance and progress updates to JPO and or C&Y caseworkers.
11. Provide family with advocacy services, including informal counseling, and community referrals.
12. Maintain a secure and safe facility.
13. Maintain accurate case files: Intake paperwork, discharge paperwork, 7 week and court reviews, program follow ups, weekly reports, and other necessary client records.
14. Complete incident reports (as needed) on any facility damage, medical emergency, or any incident which occurs out of the ordinary during programming time.
15. Organize social/educational outings.
16. Attend ongoing program meetings and trainings
17. Plan & host 3 family night events for program youth and parents annually.
18. Other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in related field required
- Excellent organizational skills
- Strong communication and written skills
- Strong leadership skills
- Experience with culturally diverse groups preferred
- An understanding of how to work with "at-risk" youth
- Able to set personal boundaries
- Computer competence with Microsoft Office applications
- Valid driver's license required & Clean driving history