



FOR YOUTH DEVELOPMENT<sup>®</sup>  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

**Job Title:** Full-Time Prevention Specialist  
**Job Type:** Monday-Friday/12:00-8:00 pm

**Reports to:** Program Development Director  
**Revision Date:** March 25, 2019

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### POSITION SUMMARY:

Under the direct supervision of the Program Development Director, the Prevention Specialist will create a safe and caring environment for youth in the City of Harrisburg. The position requires an individual who can actively interact with students ranging from Elementary to High School, and especially with youth in the Man Up and Sisters Helping Sisters treatment program, ensuring that their physical and emotional needs are being met. This full time position works M/W/F, 12-8 PM, and T/Th is flexible. Benefits include full health insurance (vision, dental included), paid time off, and paid holidays. Education/trainings provided.

### ESSENTIAL FUNCTIONS:

1. Provide on-site supervision of youth during programing hours.
2. Provide crisis intervention and counseling to youth as needed.
3. Model professional, responsible behavior at all times.
4. Prepare Drug and Alcohol lessons provided by Dauphin County.
5. Facilitate and plan weekly group life skills lessons.
6. Excellent classroom management skills.
7. Demonstrate clear understanding of curriculums while facilitating.
8. Facilitate Drug & Alcohol curriculum to students ranging from Elementary to High School.
9. Create attendance log for each class.
10. Conduct follow-up calls with other service providers working with the youth.
11. Conduct follow-ups for program participants who have successfully graduated or were detained from the program.
12. Report program attendance and progress updates to JPO and/or C&Y.
13. Provide family with advocacy services, including informal counseling and community referrals.
14. Maintain accurate case files, including incident reports.
15. Organize social and educational outings.
16. Host three family night events for program youth and parents annually.
17. Document and input data into PA WITS.
18. Attend trainings per D&A guidelines.
19. Will have to travel to different sites to facilitate.
20. Coordinate weekly community service activities.
21. Other duties as assigned.

### QUALIFICATIONS:

- Bachelor's degree in a related field required, or 5-8 years of experience.
- Excellent organizational skills
- Strong communication and written skills
- Strong leadership skills
- Ability to be a youth role model
- Experience with culturally diverse groups preferred
- An understanding of how to work with "at-risk" youth
- Ability to set personal boundaries
- Computer competence with Microsoft Office application