



Job Description

PREVENTION EDUCATOR/SUPERVISOR

Position Summary

The Prevention Educator is directly responsible for providing substance abuse and violence prevention education in assigned classes in school districts within Putnam County, while maintaining a positive relationship with school personnel.

The Prevention Educator Supervisor shall be responsible for the above and for monitoring and evaluating the individual Prevention Educators. Additionally, the Supervisor is responsible for completion of county and state reporting.

Responsibilities:

- Implements evidence-based curriculums in assigned school districts;
- Provides alcohol and drug education and prevention information to students, school personnel and parents; this occasionally may include evening and weekend assignments;
- Assures that all requisite documentation/statistics are completed in an accurate and timely manner in accordance with prevention guidelines;
- Consults with school staff with regards to substance abuse prevention issues;
- Works in Camp setting and with Putnam County Youth Bureau during the month of July completing assigned duties as agreed upon by the Program Director or supervisor (time not spent in the school will be spent on agency related activities);
- Participates and collaborates at Putnam Family and Community Services for staff meetings and supervision;
- Participates in Putnam County Communities that Care Coalition's meetings and events.

General responsibilities:

- Attends workshops, conferences and staff development training seminars on current practices as directed by the Chief Executive Officer or supervisor to acquire continuing education in the appropriate field; implements what has been learned;
- Maintains cooperative relationships with all referents and community resources
- Undertakes related duties as assigned;



Additional Supervisory Responsibilities

- The Prevention Supervisor reports directly to the Program Director or designee, and works collaboratively with other staff and the school administration.
- The Prevention Supervisor facilitates bi-weekly staff meetings, distributes assignments among the team members, reviews and edits team reports, and conducts supervision sessions and employee evaluations.
- The Prevention Supervisor reviews and edits each Prevention Educator's report, and creates quarterly statistical reports, reviews WITNYS input and creates the annual work plan.

Qualifications

Bachelor's prepared Qualified Health Professional (QHP)* with two years' related work experience. Must have basic computer literacy and excellent verbal and written skills. Position requires the ability to travel and use of own car.

*QHP includes Credentialed Alcoholism and Substance Abuse Counselor (CASAC), Credentialed Problem Gambling Counselor, Certified Teacher, Certified Health Educator, Certified School Counselor, Certified Rehabilitation Counselor, Licensed Master Social Worker, Licensed Clinical Social Worker, Licensed Mental Health Counselor, Licensed Marriage and Family Therapist, Registered Professional Nurse, Licensed Physician, Licensed Creative Arts Therapist and National Board Certified Counselor.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to communicate. The employee is frequently required to stand; walk; and operate and reach with hands and arms. The employee must frequently lift and/or move up to 5 pounds.

Job Description Acknowledgement Form:

I have received, reviewed and fully understand the job description above for position of Prevention Educator/Supervisor. I further understand that I am



responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____

Supervisor Name _____ Date _____

Supervisor Signature _____