



*CFLR, Inc.
502 Court St., Suite 401
Utica, NY 13502*

*whenthereshelpthereshope.com
Phone (315) 733-1709
Fax (315) 733-1789*

Prevention Specialist Job Description

Reports to: Director of Prevention

Employment Status: Non-Exempt/Full Time

Salary Range: \$28,000-\$30,000

Qualifications:

- Minimum of Associate's Degree in a related field and 2 years of experience. A Bachelor's Degree in related human service field in psychology, addictions, social work, education, human services, social science or related field is strongly preferred.
- Demonstrated ability in public relations and speaking, program development/implementation and organization.
- Current and valid NYS driver's license.

Job Responsibilities:

- Develop and provide community presentations as requested.
- Implement Evidence Based Programming.
- Establish and build relationships with school districts and community organizations. Attend local, regional and local and coalition meetings as relevant.
- Actively participate in department, agency, local, regional and state meetings or trainings as requested.
- Compile program data for local and state reporting requirements for monthly, quarterly and annual reports
- Develop and implement presentations, events, and activities related to prevention and/or agency services.
- Coordinate school-based programming and services.
- Assist in strategic planning and programming.
- Data collection and report quality outcomes of services as requested.
- Market and network all prevention and agency services and programs.
- Assist with completion of programming related to the OASAS work plan.
- Build collaborative partnerships with local, regional and state agencies.
- Provide education and awareness for website, social media, prevention monthly newsletters, virtual and in-person presentations and trainings.
- Provide information and provide referral for further services and supports
- Become familiar and well versed in community agencies and supportive services
- Assist with fundraising and grant writing.
- Perform other duties as requested.
- Promote a positive workplace environment.

Prevention Specialist's Signature

Date

Chief Executive Officer's Signature

Date

In support of the Americans with Disabilities Act, this job description lists only those responsibilities and qualifications deemed essential to the position. Equal Opportunity Employer.