



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

whenthereshelpthereshope.com
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Prevention Specialist Job Description

Reports to: Prevention Coordinator
Employment Status: Exempt/Full Time

Qualifications:

- Bachelor's Degree in psychology, addictions, social work, education, human services, social science or related field, OR Associate's Degree in a related field AND 2 years of experience.
- Knowledge of mental health, substance use and behavioral issues.
- Demonstrated ability in public relations, public speaking, program development and organization.
- Current and valid NYS driver's license.

Job Responsibilities:

- Develop and provide community presentations as requested.
- Provide Evidence Based Programming as needed.
- Establish and build relationships with community organizations and resources relating to the agency Mission/Vision. Attend local, regional and state committee/consortium/coalition meetings as relevant.
- Demonstrate sensitivity to and respect for the diverse cultural backgrounds and practices of volunteers, consumers and staff.
- Actively participate in management meetings.
- Compile program statistics including monthly, quarterly and annual reports
- Provide training to volunteers and referring professionals when needed
- Coordinate school-based programs with appropriate school personnel
- Relationship building: including attendance at community functions to represent CFLR, Inc. as requested.
- Assist with completion of programming related to the OASAS work plan.
- Provide material for website/Facebook postings and calendar updates.
- Assist with revenue producing activities including 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.

10/2/15