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## **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.

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Prevention Specialist's Signature

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Date

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Chief Executive Officer's Signature

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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.**