

Position Description

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Information		
Position Title: Prevention Specialist	Location: Main Office/Program Site	Date: July 2020
Reporting Relationship(s): Position reports to the Program Coordinator, Youth Development Services		FLSA Classification: Exempt

General Summary

This individual will be responsible for the training, planning, implementation, evaluation, and delivery of youth development services at their respective school sites. He/she will ensure consistent delivery and implementation of program objectives including family engagement, positive social, emotional, behavioral and academic support to children, parents and school staff using a strength-based approach.

Duties and Responsibilities

- Maintain an active caseload throughout the school year (number of students determined by grant or proposal)
- Collaborate with and support other site-based Prevention Specialists to ensure cohesive program implementation
- Ensure that program objectives and activities are implemented with students, families, and Liverpool Central School District staff
- Collect relevant program data and compile required program reports
- Document student/family/school progress through notes, data collection and analysis
- Facilitate and deliver Positive Action, an evidence-based SEL program
- Maintain regular family/parent contacts, i.e. phone, email, text, in-person
- Provide daily check-ins with all students
- Develop strength-based behavioral interventions and child-specific coping strategies for students, families, and schools to facilitate successful academic, social/emotional, and family functioning
- Provide push-in consultation services to classroom teachers to support the development and implementation of Individual Service Plans
- Provide monthly updates and service planning guides to principals, counselors and teachers
- Plan and Facilitate family engagement/programming
- Plan and Facilitate Summer, Winter Break, and Spring Break Camps
- Attend Agency, department, school staff and team (grade-level) meetings, as required
- Occasional evenings and/or weekends may be required
- Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor

Education Requirements

Position Description

Bachelor's Degree in Social Work or other related human service field required

Previous Experience Requirement

Minimum of 5 years of experience providing social, emotional, behavioral, or mental health programming/services to children and families in a school-based setting; and supervisory experience desirable

Knowledge and Skills Needed to Perform Effectively in this Position

Demonstrated capacity in program development and evaluation

Additional Requirements

- Incumbents in this position will be expected to work between 35 and 40 hours per week, as job requirements dictate
- Must submit to and pass background checks by the Office of Mental Health, the NYS Justice Center and the NYS Department of Education
- Valid Driver License
- Access to a reliable vehicle with 100,000/300,000 auto insurance liability limits to meet requirements of job description including but not limited to;
 - Daily travel between agency's main office and program sites as required to accommodate schedules of designated schools
 - Transport of students
 - Obtainment and transport of supplies and equipment
- This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Physical Dimensions (Job-related physical abilities an individual needs to possess in order to perform the job in a satisfactory manner)

- This position involves walking and driving and possibly lifting up to 20 pounds
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities