

## SUBSTANCE USE PREVENTION SPECIALIST I/II

### **Definition:**

Under supervision, to provide activities and services focusing on substance use disorder prevention to children, adolescents, and adults.

### **Distinguishing Characteristics:**

This is the entry level in the flexible classification of Substance Use Prevention Specialist I/II. Promotion within this flexible classification is considered on a merit basis, subject to recommendation by the Director of Behavioral Health and Recovery Services and approval of the Department of Human Resources.

### **Essential Functions:**

- Assesses community members' awareness of substance use disorder prevention.
- Identifies and contacts community organizations and schools to promote substance use disorder prevention activities and services.
- Organizes and coordinates substance use disorder prevention activities which may include special events in conjunction with community celebrations, workshops, and trainings.
- Organizes, plans, prepares and conducts educational presentations for schools, targeted populations and community groups.
- Serves as a liaison with schools, community-based organizations and others who provide substance use disorder prevention and related services.
- Recruits volunteers; provides technical expertise and oversees activities of volunteers with guidance.
- Prepares exhibits, posters and displays for public presentations; prepares public information materials.
- Researches and reviews relevant educational materials related to substance use disorder prevention.
- Attends statewide Friday Night Live consortiums.
- Uses a personal computer and other technology equipment; has knowledge of basic computer programs to prepare correspondence and reports.
- Performs other job-related duties as required.

### **Employment Standards:**

**Level I:** Completion of sixty (60) semester or ninety (90) quarter units from an accredited college or university, coursework must include twelve (12) semester or sixteen (16) quarter units in the behavioral sciences.

OR

Two (2) years of full time paid experience working in a social service agency, including one (1) year providing outreach services.

OR any equivalent combination of education and experience.

**Level III:** Graduation from an accredited college or university with a bachelor's degree, coursework must include twelve (12) semester or sixteen (16) quarter units in the behavioral sciences.

OR

Completion of sixty (60) semester or ninety (90) quarter units of coursework from an accredited college or university; coursework must include twelve (12) semester or sixteen (16) quarter units in the behavioral sciences AND one (1) year of full time paid experience working in a social service agency providing outreach services.

OR

Three (3) years of full time paid experience working in a social service agency, including two (2) years providing outreach services.

OR any equivalent combination of education and experience.

Dependent upon assignment, applicants may be required to pass an extensive background investigation and be fingerprinted. Disqualification for felony, misdemeanor, and traffic offenses will be assessed on a case-by-case basis.

A valid Class C California Driver's License is required upon appointment.

Must have the ability to work nights and weekends and to travel to locations outside the regular office to perform job duties.

**Knowledge of:** Current methods and developments in substance use disorder prevention field; risk factors, signs and effects of substance use disorders; child and adolescent development; organizations, resources and programs within the community that share common goals; group dynamics and human behavior; research methods; and outreach techniques.

**Ability to:** Present ideas effectively both orally and in writing; work effectively with children, adolescents, and adults; establish and maintain effective working relationships with representatives from other service providers, governmental agencies and the general public; keep accurate records and prepare clear, concise, and comprehensive reports.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.