

PREVENTION SERVICES SPECIALIST

412-C

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for planning, coordinating and carrying out a program of preventive education, counseling and referral to combat high risk behaviors. This class of employee may be found in school districts or in other agencies involved with providing preventive education and treatment programs dealing with high risk behaviors. Work is performed under general supervision with leeway for the use of independent judgment. Incumbents of this position will be expected to work in conjunction with social services, human services, law enforcement agencies and the community at large.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Plans, organizes and carries out prevention/intervention programs;

Collects information to help identify the extent of the problem behavior;

Establishes liaison with community leaders and organizations;

Works with school staff and families to resolve student issues;

Organizes and conducts conferences, professional development activities and meetings with interested members of the community;

Completes grant applications;

Performs research duties in evaluating existing prevention/intervention programs;

Prepares reports and maintains records utilizing common computer software programs;

Keeps informed and knowledgeable concerning programs, techniques and developments in the field of prevention/intervention treatment;

Periodically reviews cases to determine changes in the individual or family situations

affecting need of services;

Collects and analyzes data;

Performs other duties as assigned by the supervisor.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the basic principles, practices, techniques and administration of prevention/intervention programs; good knowledge of the cultural, environmental and personal factors influencing adolescents development and behavior; working knowledge of public and private agencies which provide youth services; ability to plan, develop and carry out prevention/intervention programs; ability to collect and analyze data; ability to express oneself clearly and concisely, both orally and in writing; ability to establish and maintain cooperative relationships with community officials, other agency personnel as well as with student or client populations for whom services are being provided; ability to operate a personal computer and utilize common office software programs; good judgment; initiative; and resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with a Master's Degree or higher in the field of Behavioral Sciences, Social Sciences, Human Services, Education or a related field; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with a Bachelor's Degree and two (2) years experience in providing prevention/intervention programming or in a position

involving significant activities related to preventive education, youth development or human services; or

- (C) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with an Associate's Degree and four (4) years experience in providing prevention/intervention programming or in a position involving significant activities related to preventive education, youth development or human services; or
- (D) Graduation from high school or possession of a general equivalency diploma and six (6) years experience as described in (B) above; or
- (E) An equivalent combination of training and experience as described in (A), (B), (C) and (D) above.

SPECIAL REQUIREMENT: *Possession of a valid driver's license or otherwise demonstrate ability to meet transportation needs of the job.*