

Alice Aycock Poe Center for Health Education

Job Description

Position: Substance Abuse Prevention Occasional Health Educator

Reports to: Substance Abuse Prevention Manager

Position Summary:

Under the direction of the Substance Abuse Prevention Manager, the Substance Abuse Prevention Health Educator provides support for the Substance Abuse Prevention Grant, SYNAR activities and educational intervention. (S)he collaborates with other community and County partners to design plans for reaching children and youth who are not identified for treatment. (S)he designs and develops substance abuse prevention education curriculum and supplemental materials, and creates and ensures comprehensive evaluation of reaction, learning, behavior change and results for all interventions. The Substance Abuse Prevention Health Educator implements day-to-day responsibilities related to the delivery of instructional programs at the Poe Center, including teacher training, community outreach and development and maintenance of resource materials.

Qualification Requirements:

- A Certified Substance Abuse Prevention Consultant (or working toward this certification) preferred.
- Minimum of two years of practical education/teaching experience in learner centered training environments. Formal educational level will be considered in conjunction with minimum experience requirement.
- Demonstrated skills in curriculum development are preferred.
- Certification in SAMHSA's National Registry of Evidence-based Programs and Practices Curricula.
- Experience in program evaluation is essential.
- Demonstrated excellent presentation skills and the ability to relate well to students (K-12).
- Computer literacy and mastery of Microsoft Office software systems a must.
- Experience in grant writing, monitoring and/or reporting preferred.
- Strong commitment to the Poe Center's mission.
- Demonstrated excellence in written, oral and interpersonal communication skills.

Major Duties and Responsibilities:

- Master the course content of NREPP and State approved curricula as well as each substance abuse prevention program (and others as assigned) offered at the Poe Center.
- Facilitate substance abuse prevention educational series and single session programs (and others as assigned) to children, youth and adults at the Poe Center, in schools, and in the community.
- Support implementation of the Mental Health/Substance Abuse Prevention contract, including deliverables, evaluation, data collection and management, and reporting.
- Support the supervision of substance abuse prevention intern(s).
- Seek and incorporate methods of instruction that enhance and enrich the learning experience. Explore and implement media resources and strategies that actively involve the participants in the presentations.
- Assist in the development and implementation of the existing programs, including curriculum development and delivery, supplemental material development and distribution, school recruitment, staff training and assistance, data collection, analysis, and reporting.
- Develop, market, implement/coordinate, and evaluate outreach programs in Wake County and across NC.
- Develop and implement on-going evaluation of program effectiveness and preference. Assist in the research and development of new and innovative curriculum and instructional methods based on assessed need and demand.
- Follow proper set up and shut down procedures for the teaching theaters on days of instruction. Follow proper procedures, according to maintenance plan, for problems with audio-visual equipment and exhibits.
- Participate in conferences and professional development in the health education field.
- Other duties as assigned by supervisor.