

**Alice Aycock Poe Center for Health Education  
Job Description**

**Position:** Substance Use Prevention Specialist

**Reports to:** Substance Use Prevention Manager

**Position Summary:**

Under the direction of the Substance Use Prevention Manager, the Substance Use Prevention Specialist provides daily support for the Substance Use Prevention grant, SYNAR activities and educational interventions. (S)he collaborates with other community, county and State partners to provide core substance use prevention strategies to include Youth Prevention Education, Community Based Process, Environmental Strategies and general prevention education at an individual and community level. (S)he designs and develops substance use prevention education curriculum and supplemental materials, and creates and ensures comprehensive evaluation of reaction, learning, behavior change and results for all interventions.

The Substance Use Prevention Specialist 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. The Substance Use Prevention Specialist position is fulltime with benefits. The major focus of this position will be in Johnston County, NC but frequent travel to Wake County and occasional travel throughout NC will be required.

**Major Duties and Responsibilities:**

- Support implementation of the Mental Health/Substance Use Prevention contract, including deliverables, evaluation, data collection, management, and reporting.
- Master and deliver the course content of NREPP and State approved curricula.
- Master and deliver the substance use 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.
- Master and deliver the course content for each substance use prevention program (and others as assigned) offered at the Poe Center for youth and adult learners.
- Lead community stakeholders on the Poe Center's Safe Home Coalition with the goal of reducing youth access to alcohol, tobacco and other drugs. Support this ongoing grassroots coalition while changing unwritten community standards and attitudes for collective impact. Represent the Poe Center and the Substance Use Prevention team on numerous coalitions, committees, collaboratives and partnerships for meaningful input and for efficiency and effectiveness.
- Work with youth, law enforcement, and community members to implement SYNAR initiatives. Recruit, train and retain high school age youth to serve as merchant educators to prevent tobacco sales to minors. Work closely with the Marketing Coordinator to provide substance use prevention at a population level via communication campaigns.
- 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 and Johnston Counties and across NC.
- Develop and implement ongoing 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 shutdown procedures for the teaching theaters on days of instruction. Follow proper procedures, according to maintenance plan, for problems with audio-visual equipment and exhibits.
- Support the supervision of substance use prevention intern(s). Participate in conferences and professional development in the health education field.
- Other duties as assigned by supervisor.

**Qualification Requirements:**

- Knowledge of and certification in SAMHSA's National Registry of Evidence-based Programs and Practices.
- Knowledge and ability to implement the Strategic Prevention Framework to include Assessing Needs, Building Capacity, Planning, Implementation and Evaluation.
- Demonstrated ability to develop community relationships and partnerships for the purpose of collaborative efforts, networking, and program promotion.
- Knowledge and training in substance use prevention and mental health promotion.
- 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.
- Experience in grant writing, monitoring and/or reporting.
- Demonstrated excellent presentation skills and the ability to relate well to youth and adult learners.
- Computer literacy and mastery of Microsoft Office software systems a must.
- Demonstrated excellence in written, oral and interpersonal communication skills.
- Strong commitment to the Poe Center's mission.
- Certified Substance Abuse Prevention Consultant (or working toward this certification) preferred.

**Apply to:** Interested parties should send resume and cover letter to:

**Deborah Hendren**  
Substance Use Prevention Manager  
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