

# Alice Aycock Poe Center for Health Education

## Position Description

**Title: Substance Use Prevention Specialist**

**Type: Full Time, 40 Hours per Week, with Benefits.**

**Reports to: Substance Use Prevention Assistant Director**

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**Apply:** Interested parties should send a resume and cover letter to Virginia Johnson.

[V.Johnson@PoeHealth.org](mailto:V.Johnson@PoeHealth.org)

**Application Deadline:** 5:00pm Tuesday, January 17, 2023

The Poe Center Health Educators deliver consistent, high quality health education to children PreK-12 and their families. The Poe Center offers curriculum for five broad health education topics: general health, family life, dental health, substance use prevention, bullying prevention and nutrition/physical activity.

### **Position Summary:**

Under the direction of the Substance Use Prevention Assistant Director, the Substance Use Prevention Specialist provides collaborative substance use prevention efforts in target communities, collaborates with other community and regional partners, and provides educational programming to children, youth, families, and community leaders. This position facilitates and implements prevention strategies including environmental, community based process, recurring education, referrals, and information dissemination. This position is full-time, 40 hours per week, with benefits.

### **Qualification Requirements:**

- A Certified Prevention Specialist preferred
- Experience in health education, youth empowerment, community coalition work, policy advocacy, community mobilization, and/or substance use prevention community strategies.
- BA or BS required
- Computer literacy including G Suite, experience with online reporting systems and data management required.
- Demonstrated excellence in written, oral and interpersonal communication skills in English.
- Demonstrated excellence in written, oral and interpersonal communication skills in Spanish preferred.

### **Major Duties and Responsibilities:**

- Implement substance use prevention education programs with fidelity including deliverables, evaluation, data collection and management, and reporting.
- Conduct merchant education.
- Facilitate youth empowerment meetings and guide youth environmental management strategies.
- Facilitate strategic community planning processes.

- Implement environmental and community-based strategies.
- Implement social marketing campaigns.
- Attend all required meetings.
- Proficiency in the use of educational and office technologies, including, but not limited to Microsoft Word, PowerPoint and Excel.
- Ability to make independent decisions and manage various responsibilities with minimal supervision.
- Ability to develop clear, concise program goals, objectives, work plans and reports.
- Ability to work effectively as a team member in a diverse workplace.
- Ability to lift up to 15 pounds.
- Ability to travel and work non-traditional hours.
- Adherence to the policies and procedures.
- Deliver required data within the deadlines and upon request.
- Other duties as assigned by the supervisor.