

# FIRST CALL JOB DESCRIPTION

## Title: Community Prevention Specialist

Department: Prevention

Report to: Prevention Team Lead

### Why First Call?

First Call's values of person-centered service, community, collaboration, and kindness are foundational for the agency's focus on accessibility and commitment to data-driven practice as we work toward our mission to reduce the impact of alcohol, drugs and addiction by providing quality resources for individuals, families, and the community.

### Summary

Responsible for planning, developing, implementing, and evaluating school-based substance use prevention programming as well as some community-based prevention programming throughout a six-county Service Area.

### Major Functions

1. Provide consultation to community teams in identifying issues/problems related to substance use, assessing available resources, identifying new resources, developing objectives and action plans, and developing funding proposals.
2. Work directly with community specialists for prevention services in mobilizing teams and in preparing reports regarding the progress of projects in the service area and make recommendations for the program changes and implementation.
3. Provide current resources material on substance use prevention, advocacy issues, and state issues.
4. Develop and conduct (or arrange for) education programs and workshops that help communities achieve their prevention goals.
5. Facilitate school-based prevention programs to youth in grades 3-12 throughout Service Area.
6. Supervise assigned Community Organizers, where applicable, in their work with community teams.
7. In-town and out-of-town travel **will** be required to complete position responsibilities.
  - a. Work hours **will** include recurring weekly activities outside of standard business hours.
8. Other duties as deemed appropriate for the fulfillment of the mission of First Call; including but not limited to backup crisis call coverage or front desk coverage.

### Knowledge and Critical Skills/Experience

1. Will need to meet all the standards and qualifications required of a substance abuse prevention professional by the Missouri Substance Abuse Professional Credentialing Board within 6 months of hire date.
2. Three to five years work experience in a human services field, in education, or a related area.
3. Knowledge of the principals of planning, community organization, program development, and volunteerism.
4. Knowledge and understanding of the dynamics of alcohol, tobacco and other drug use/misuse as well as the principals of prevention.
5. Ability to establish and maintain positive working relationships with outside organizations and populations that have similar visions and missions.
6. Knowledge and skills in conducting needs assessments, developing goals, objectives and action plans, and in conducting process and outcome evaluation.
7. Bilingual/Spanish-Speaking (preferred but not required)
8. Skills in group facilitation for youth and adults.
9. Ability to work well under pressure and to meet established guidelines.

### Working Conditions

1. The First Call main office is open to the public from 9 a.m. to 5 p.m., Monday-Thursday, with remote work and a closed building on Fridays. Employees are given up to 1 hour for lunch and/or breaks each day. First Call values

flexibility; as such, employee schedules and locations for work throughout the week will be determined by the needs of their position and set in consultation with their direct supervisor.

2. Employee must have access to reliable personal transportation in order to meet expectations for service delivery throughout a six-county area, and access to reliable internet for at-home work days.

**Salary Range:** \$45,000-\$50,000

**To Apply:** Email letter of interest, resume & references to [careers@firstcallkc.org](mailto:careers@firstcallkc.org).

### Equal Employment Opportunity

First Call provides equal employment opportunities to all employees and applicants for employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

### Benefits

At First Call, we recognize that a comprehensive, whole-person employee benefits plan for our staff is key to providing our clients with the quality care and treatment they need. Our staff benefits and perks plan is designed to provide tools to help promote health, wellbeing, balance, and safety in each area of life. We offer a hybrid (in office & work from home) schedule as well as flexibility in scheduling for better work/life balance.

Our benefits plan focuses on six key areas - Equal Opportunity Employment, generous paid time off, 13 paid holidays, an agency funded whole-person health and life package (including 100% coverage of employee healthcare premiums and 3 months fully paid parental leave), personal and team development opportunities, and board & leadership defined staff safety and wellbeing policies.

