

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, commitment to data-driven practice, and diversity, equity, and inclusion (DEI) 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.

POSITION SUMMARY

Responsible for planning, developing, implementing, and evaluating community-based substance use 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. Works within a mobilized community team of specialists on service area projects, tracks progress, and prepares reporting; offers recommendations and implements any change to programming.
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/EXPERTISE

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 diverse 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. Skills in group facilitation for youth and adults.
8. 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. Access to reliable personal transportation is **required** in order to meet expectations for service delivery throughout a six-county area.
3. First Call provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. 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.
4. First Call's Commitment to Diversity: First Call Staff and Governing Board reflect our region's diversity and understand that treatment of substance use and mental health disorders in the United States has been adversely impacted by systemic racism and stigma. First Call is committed to cultivating and preserving a culture of inclusion, mutual respect, support, and connectedness. In recruiting for its team, First Call welcomes the unique contributions that individuals can bring in terms of their education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, religion, disability, sexual orientation and beliefs.

BENEFITS

Salary Range: \$35,000-\$42,000

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 and a DEI-focused environment, generous paid time off, 13 paid holidays, an agency funded whole-person health and life package (including a 100% coverage of employee healthcare premiums), personal and team development opportunities, and board & leadership defined staff safety and wellbeing policies.

