

## FIRST CALL JOB DESCRIPTION

Title: Prevention Educator  
Department: Prevention  
Report to: Prevention Education 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.

### Position 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. Develop and conduct education programs and workshops that help achieve prevention goals.
2. Facilitate school-based prevention programs including one-time presentations and ongoing curriculum-based groups to youth in grades K-12 throughout the six-county service area.
3. Maintain documentation of group activities and program outcomes in accordance with company guidelines.
4. Provide evidence-based substance use and mental health training programs to youth and adults.
5. Collaborate with leaders of assigned schools to gather and utilize data to inform service delivery.
6. 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.
7. 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. One to three years of work experience required in a human services field, in education, or a related area (three-five years preferred)
3. Knowledge of the principles 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 principles of prevention.
5. Ability to establish and maintain positive working relationships with outside organizations and diverse populations that have similar visions and missions.
6. Skills in group facilitation for youth and adults.
7. Ability to work well under pressure and to meet established guidelines.
8. Bilingual/Spanish-speaking (preferred but not required)

### 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. Must have access to reliable personal transportation and reliable internet for at-home workdays.

### Salary Range

Salary range for this position is \$45,000 - \$50,000, DOE.

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

## Equal Employment Opportunity

First Call provides equal employment opportunities for 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 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.

