



Asst 3 / Prevention Programs

Purpose Statement

The job of Asst 3 / Prevention Programs is done for the purpose/s of providing support to the instructional program with specific responsibilities for providing information on programs/services available to students and families as well as school and/or District activities and procedures; promoting and facilitating substance abuse prevention activities and clubs; collaboration with community agencies.

This job is distinguished from similar jobs by the following characteristics: Works closely with Utah County Substance Abuse program and Student Services to promote prevention activities in secondary schools.

This job reports to Director of Student Services or Designee

Essential Functions

Assists in coordinating with community leaders and organizations for the purpose of building resources and expanding program capabilities.

Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

Collaborates with other intervention personnel for the purpose of planning appropriate school prevention and/or intervention activities.

Facilitates anti-tobacco and substance abuse prevention student club activities at secondary schools (e.g. OUTRAGE!, etc.) for the purpose of providing meaningful prevention activities in secondary schools.

Instructs students, parents, and community members with approved curriculum materials, topics, and activities (e.g. substance misuse, prevention, and gatekeeper training, etc.) for the purpose of providing substance abuse prevention and educational activities.

Maintains a variety of confidential and non-confidential manual and electronic records, files, and reports (e.g. activity logs, phone logs, attendance, etc.) for the purpose of documenting activities, and ensuring that compliance with program initiatives is documented properly.

Participates in a variety of meetings, workshops and committees for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Prepares a variety of documents, reports and written materials (e.g. reports, memos, letters, etc.) for the purpose of communicating information to parents, staff; providing written support, developing recommendations and/or conveying information.

Promotes prevention activities regularly in secondary schools for the purpose of educating students and parents about the harmful effects of substance abuse.

Responds to inquiries from a variety of internal and external sources (e.g. parents, students, teachers, staff, outside agencies, etc.) for the purpose of providing information and/or direction as may be required.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

substance abuse prevention knowledge and experience, planning and managing activities; preparing and maintaining accurate records; and utilizing standard office equipment including utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: social work or substance abuse prevention coursework, community resources and principles of a community services program; and concepts of grammar and punctuation.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; setting priorities; and working flexible hours.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 30% sitting, 30% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: Community college and/or vocational school degree with study in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Required to work some evenings and weekends.
AA Degree in related field with increasing levels of job experience OR five years' experience as a help desk support person or desktop technician

Clearances

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 3