

## Position Opening

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### JOB DESCRIPTION

#### PREVENTION/INTERVENTION SPECIALIST

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##### Purpose Statement:

The job of Prevention/Intervention Specialist is done for the purpose/s of implementing and providing substance abuse prevention and intervention services to students in collaboration with assigned school districts' student assistance programs under the general direction of the Prevention Programs Supervisor and /or Director.

This job reports to Assigned Administrator

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##### Essential Functions

- Provides standardized screening and referral information to students and parents participating in the prevention/intervention program for the purpose of assisting students with effective intervention support.
- Conducts early intervention/insight programs for students experimenting with alcohol/drug use or suspended for alcohol/drug use for the purpose of reducing and/or mitigating substance abuse, and improving health and learning preparedness.
- Develops and implements an identification and referral process for school staff, students, and parents for the purpose of providing substance abuse reduction strategies and improving health and learning preparedness.
- Participates in meetings, workshops, and seminars for the purpose of conveying/gathering information required to perform job functions.
- Facilitates school-based recovery support groups for the purpose of decreasing substance abuse and improving health and learning preparedness.
- Provides staff development training on tobacco, alcohol and other drug prevention or intervention topics for the purpose of sharing expertise and resources on prevention/intervention strategies and building team capacity.
- Provides school wide awareness (prevention) programs for staff, students, and parents for the purpose of reducing and/or mitigating substance abuse and improving health and learning preparedness.
- Provides individual & family counseling services within the student assistance framework for the purpose of delivering services in conformance to established guidelines.
- Participates in program evaluation (e.g. track student progress utilizing on-line system) for the purpose of evaluating program effectiveness.
- Maintains confidential program records and files; compile and input data for the purpose of complying with funding requirements and maintaining best practices.

- Coordinates activities with student assistance team for the purpose of indentifying high risk students and referring them to school and community-based services.
- Attends training meetings at PSESD for the purpose of providing staff development, and assessing program effectiveness.
- Develops and implements work plans to prioritize school service needs at each site for the purpose of assuring effective strategies and maintaining program standards.
- Assists in developing drug and alcohol related policies at schools for the purpose of assuring best practice standards.
- Presents program components to students and teachers for the purpose of sharing resources that support substance abuse reduction and improve health and learning preparedness.
- Develops and implements tobacco prevention plan for the purpose of ensuring funding and program standards for effective tobacco prevention programming in schools are met.
- Conforms to the Principles that Guide our Culture for the purpose of 1) building trust, collaboration, and strong teams within the program and the Agency, and 2) providing exemplary service to external clients.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; planning and managing projects; preparing and maintaining accurate records; counseling and presentation.

KNOWLEDGE is required to perform basic math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: At-risk youth with and/or families in schools or community agencies, and best practices in prevention and intervention principles.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; 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 and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups and individuals; meeting deadlines and schedules; working as part of a team; leading, delegating and organizing tasks; and managing multiple projects.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**Required Testing**

None Specified

**Certificates & Licenses**

Educational Staff Associate with School Certification,  
Chemical Dependency Professional, or Certified Mental  
Health Specialist  
Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

AA Degree w/ job related experience may substitute for  
BA degree PLUS a commitment to meet certification  
requirements - ESA w/ school certification, Chemical  
Dependency Professional or Certified Mental Health  
Specialist - w/in 2 years of employment.

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**Experience**

Job related experience with increasing levels of responsibility is required.

**Education**

Bachelors degree in job related area.

**Responsible to:** Director

**Schedule:** Full-time/School-Year ~ 189 days

**Salary:** \$18.78 - \$22.04

**Start Date:** ASAP

**Closing Date for Applications:** Open until filled

**Work Location:** Issaquah, Riverview, Puyallup, Univ Pl., Renton

**Union Position:**  YES  NO

1. You may apply for this position through our online application system, at:  
[http://168.99.1.74/edrmonline/app/app\\_welcome.asp](http://168.99.1.74/edrmonline/app/app_welcome.asp)

**All application materials (including required supplements must be in the Human Resources Office by 5:00 p.m. on the date of closing. Only complete applications will be considered (those which contain an application, resume, cover letter, and supplement if required)**

The State of Washington is an Equal Opportunity Employer. Persons with a disability who need assistance in the application process, or those needing this announcement in an alternate format, may call Human Resources at (425) 917.7600.

2. If you have questions, please contact us at:  
  
Puget Sound ESD, 800 Oakesdale Ave SW, Renton, WA 98057;  
Phone: Renton: 425-917-7600; Tacoma: (253) 578-7600; TDD: 425-917-7833;  
FAX: 425-917-7810 or 425-917-7610
3. Washington State law requires all personnel working in education to go through a Washington State Patrol criminal history background check. This process will be required of all new hires of PSESD. For those positions requiring direct contact with children, fingerprinting for both state and federal background checks is required. The cost incurred for this procedure will be reimbursed to the employee.
4. All employment opportunities at Puget Sound ESD can be viewed on our web site, at [www.psesd.org](http://www.psesd.org).

It is the policy of the Puget Sound Educational Service District to employ persons on the basis of experience, training and merit. There shall be no discrimination against any employee or applicant because of race, creed, color, religion, marital status, sexual orientation, national origin, sex, age, mental/sensory/physical disability, except as necessary to meet a bona fide occupational qualification. The district shall comply with state and federal laws as may pertain thereto.

**Title IX/RCW 28A.640 Officer, and Section 504 Coordinator :**

Janice Watson; 800 Oakesdale Ave SW, Renton, WA 98057 (425) 917-7803