



<u>JOB TITLE</u>	Prevention Educator/Specialist
<u>REPORTS TO</u>	Director of Prevention
<u>EMPLOYMENT STATUS</u>	Full-time
<u>FLSA STATUS</u>	Non-Exempt
<u>GENERAL DESCRIPTION</u>	Implement prevention programming in various settings throughout the Central Ohio area. (Note: If staff member is not an OCPS I or II, the job title is Prevention Educator. Once certified, it is Prevention Specialist.)
<u>QUALIFICATIONS</u>	<ul style="list-style-type: none"><li>• Ohio Certified Prevention Specialist (OCPSA, I or II or eligible for certification)</li><li>• Minimum Associates Degree in Social Work, Education, Social Sciences or related field required</li><li>• One year work experience in the prevention field or related prevention field preferred</li><li>• Valid driver's license and proof of insurance</li><li>• Successfully pass B.C.I. background check</li><li>• Ability to operate a personal computer and utilize a variety of software programs including Microsoft Office</li><li>• Ability to communicate orally in a clear, concise manner, tailoring message to the intended audience.</li></ul>
<u>ESSENTIAL FUNCTIONS</u>	<ul style="list-style-type: none"><li>• Provide prevention programming through educational activities.</li><li>• Build and maintain a productive work relationship with consumers.</li><li>• Act as a liaison with schools, parents and community-based service providers to increase awareness of prevention services.</li><li>• Provide consultation and support services as needed.</li><li>• Work cooperatively with other agencies in development of programs and activities.</li><li>• Collect, organize, and document outcomes as required.</li><li>• Seek ongoing program development, revision and improvement.</li><li>• Assist co-workers in the organization and implementation of projects.</li><li>• Participate in appropriate continuing education opportunities.</li><li>• Become certified in various curricula utilized by the agency.</li><li>• Complete other duties as assigned.</li></ul>

ADDITIONAL WORKING  
RESPONSIBILITIES

*Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions,*

- While performing the duties of this job, the employee is frequently required to sit, walk and/or stand. The employee is required to hear, talk and see.
- Since this job requires meeting with groups and individuals outside of an office environment, the ability to drive is required.

*Work environment: The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions,*

The noise level in the work environment is usually quiet. There may be:

- Occasional exposure to unruly children
- Operation of a vehicle in inclement weather
- Minimal exposure to bodily fluids
- Minimal exposure to unsanitary home environments.
- Regular work occurrences outside the standard office hours (8am-4:30pm)

*These job expectations are subject to change and in no manner state that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor/appointing authority.*

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Director, Center for Prevention Services)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Executive Director, Pathways of Central Ohio)

\*Updated: 2/2016