



**Hub City Outreach Center**  
4 Briercroft Office Park  
Lubbock, TX 79412  
P: 806-701-1687  
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Team@HubCityOutreachCenter.org

## **Youth Prevention Specialist (YPI) - Job Description**

### **Position Objective:**

To provide prevention services which promote proactive process to address health and wellness for youth, families, and communities by enhancing protective factors that increase knowledge, skills, and attitudes for making healthy choices. Indicated prevention strategies target individuals due to initiative behaviors and/or related risk factors that place the individual at an elevated risk for substance use and misuse. Youth Prevention Indicated services will address the State's four prevention priorities: underage alcohol use, tobacco and nicotine products, marijuana and other cannabinoids, and prescription drug misuse.

### **Position Description:**

This is a full-time position; 40 flexible hours a week to meet the needs of the community; some weekends required. Local travel required, and in-state travel occasional. Base salary starts at \$35,000/year + benefits. Supervised by the Program Director and the Executive Director, the Youth Prevention Specialist works in schools and communities to facilitate substance abuse prevention services based on the Center for Substance Abuse Prevention Strategies, which include:

1. Prevention Education
2. Alternative Activities
3. Information Dissemination
4. Problem Identification and Referral
5. Community-Based Process
6. Environmental and Social Policy

### **Required Qualifications / Credentials / Training:**

- Bachelor's Degree in Education, Counseling, Social Work, Sociology, Psychology, Health, or related field is required.
- Pre-employment, and annual criminal background check, TB testing and drug screening are required.
- In-House HCOE training is required in the allotted time outlined in the Employee Handbook.
- Evidence-based curriculum training must be obtained prior to independent service delivery.
- Cardio-Pulmonary Resuscitation (CPR) and First Aid Certifications must be obtained within 2 months of employment, and certifications must always remain current. Failure to comply will result in being sent home on leave until they are completed.
- 15-hour Prevention Training must be completed within 6 months of employment, and annually thereafter.
- Minimum of 15 hours of Prevention Continuing Education Units (CEUs) annually that address the six Prevention Domains.
- Minimum of Associate Prevention Specialist (APS) credential must be obtained within 18 months of employment.
- Substance Abuse Prevention Skills Training (SAPST) must be completed within 18 months of employment.

### **Preferred Experience / Skills / Training:**

- Certified Prevention Specialist (CPS) credential and prior substance abuse prevention training are preferred.
- Experience working with youth in school or community setting is preferred. (Substance abuse prevention specialist, social worker, teacher, youth pastor, counselor, etc.)
- Experience in public speaking is preferred, and prior curriculum implementation is a plus.
- Experience in multi-cultural environments is preferred and bi-lingual in English and Spanish is a plus.

***Empowerment Through Prevention Education***





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### **Position Responsibilities:**

- Provide evidence-based prevention education curriculum to the appropriate aged youth in schools assigned by supervisor.
- Ensure that participants are screened for program appropriateness using the approved Risk and Protective Factor Screening Form. Staff will not determine risk using clinic or treatment assessment tools.
- Must maintain fidelity of the curriculum design and be responsible for following curriculum guidelines.
- Must conduct a minimum of 30-minute alcohol, tobacco, and other drugs (ATOD) presentations for youth and adults with an educational goal, that is objective specific to prevent or reduce ATOD use among youth and adults.
- Must facilitate age appropriate ATOD prevention alternative activities (minimum 30 minutes in length) that that teach and/or reinforce skills that promote a healthy and substance-free lifestyle that include an education goal and objective to prevent or reduce substance use/abuse.
- Responsible for collection of evaluations and key measures and achieving information dissemination goals.
- Responsible for truthful and accurate documentation of all program activities as required and submit program reports and records according to the HCOC's established deadlines.
- Network with other prevention and social service agencies within the region to include prevention, intervention, treatment, mental health, etc. in order to identify needs, and make referrals as necessary.
- Responsible for problem identification and referral for the youth in the program.
- Assist in community outreach, which includes but it not limited to, ATOD awareness campaigns such as Red Ribbon Week, Overdose Awareness Rally, health fairs, business expos, parades, and other community events for the purpose of building community awareness and cooperation and providing anti- use messages.
- Always maintain a safe work/learning environment.
- Attend weekly staffing to inform of curriculum status and problems, reviews measure goals, receives instruction on further program development and problem solving.
- Assist in maintaining and updating the agency's community resource list, reference list, curriculum inventory, program materials inventory, and physical inventory.
- Attend training, seminars, workshops, and classes to achieve required credentials and continuing education as required by Hub City Outreach Center and HHSC.
- 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. Physical exertion includes bending and pushing. Must be able upon occasion to move or lift approximately 25 pounds (i.e., inventory boxes, etc.). Good vision and good hearing acuity (with glasses and hearing aids if necessary). While performing the duties of this job, the employee is required to sit for periods of time.
- Must have reliable transportation.
- No lobbying. No exceptions.
- In addition to all the above duties, the Prevention Specialist is responsible for carrying out all other work-related duties that may be assigned by the Program Director and/or Executive Director to meet program and agency objectives.

### **Benefits:**

- |                      |                          |                               |
|----------------------|--------------------------|-------------------------------|
| ➤ Paid Time Off      | ➤ Flex Time              | ➤ Bi-weekly Direct Deposit    |
| ➤ Personal Leave     | ➤ Sick Days              | ➤ Mileage Reimbursement       |
| ➤ Mental Health Days | ➤ Occasional WFH Days    | ➤ Certification Reimbursement |
| ➤ Floating Holidays  | ➤ Bereavement            | ➤ Travel per diem             |
| ➤ Bank Holidays      | ➤ Paid Medical Insurance | ➤ Committees                  |

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