

Job Posting

Department:	Franklin County Human Services
Organization:	Franklin County Drug and Alcohol
Job Code / Title:	Drug and Alcohol Prevention Specialist (Working Title Prevention Specialist II)
Position Number:	01
County:	Franklin/Fulton
Headquarter City/Address: (Work Location)	425 Franklin Farm Lane Chambersburg, PA 17202
Type of Job:	Merit
Union:	None
Bargaining Unit:	None
Seniority Position:	
Type Position:	Part Time
Salary Range:	\$17.30 - \$27.01
Pay Range & Step:	14
Posting Length:	5 Business Days
Posting Dates:	04/14/2016 – 04/21/2016
Contact Name / Number:	Charles Martin III / (717)261-3150
Additional Information:	25 hours per week
Job Description:	See Attached
Last Date Job Applications Will Be Accepted:	04/21/2016

RECRUITMENT METHODS:

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Transfer
- Voluntary Demotion
- Reemployment

ELIGIBILITY – ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

One year as a Drug and Alcohol Prevention Specialist Trainee;
or A Bachelor's Degree in Health Education, Education, the Social or Behavioral Sciences or related fields and one year experience in drug and alcohol prevention work;
or Any equivalent combination of experience and training.

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2. County of Franklin Approved Additional Special Requirements: None
3. Must be eligible for selection in accordance with Merit rules.

SELECTION CRITERIA

HOW TO APPLY – ALL CANDIDATES:

The following materials must be received by 4:30 pm on or before 04/21/2016. Late applications will not be accepted.

1. Completed County of Franklin Employment Application, (Need not be notarized). The application must provide details of experience and training as related to the minimum experience and training requirements for the vacancy so eligibility can be determined.

If you are contacted for an interview and need accommodations for the interview due to a disability, please advise the interviewer of the accommodations you require well in advance of the scheduled date.

If interested in applying, please send applications to:

Attn: Charles Martin III 425 Franklin Farm Lane, Chambersburg, P.A. 17202

Franklin County IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.

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DRUG/ALCOHOL PREVENTION SPECIALIST II

Position Description

Non-Exempt

OVERALL OBJECTIVE OF JOB

To provide a comprehensive County-wide drug/alcohol prevention program which offers programs and education concerning drug and alcohol prevention and awareness.

ESSENTIAL FUNCTIONS OF JOB

1. Develops, implements and maintains a County-wide Drug/Alcohol prevention and community education program, including programs for youth, seniors, women, parents, etc.
2. Assists and empowers community groups to include prevention initiatives in their goals and to participate in active prevention practices.
3. Provides technical assistance to schools, community agencies, businesses, industry, etc. regarding drug/alcohol programs, preventions and awareness.
4. Coordinates County-wide prevention initiatives and cooperative efforts.
5. Responds to requests of community groups for educational programming.
6. Utilizes various media techniques in order to disseminate information; i.e., newsletter, newspaper, etc.
7. Provides educational and informational programs to general public relating to identification of drug/alcohol behavior, problems, scope of problem and community resources.
8. Identifies high risk target populations and develops appropriate strategies.
9. Assesses impact and effectiveness of prevention efforts.
10. Maintains records and statistics on programs and other necessary data.
11. Orders and previews educational and training materials and makes recommendations for use or return.
12. Maintains resource library for reference materials, books, etc.

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13. Travels frequently to perform essential duties.

OTHER DUTIES OF JOB

1. Attends meetings and training as necessary.
2. Performs other job related duties as required.

SUPERVISION RECEIVED

Receives occasional instruction and little supervision from Drug/Alcohol Program Specialist in regard to daily work duties.

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SUPERVISION GIVEN

Provides technical instruction to staff, community groups, volunteers and others regarding drug/alcohol prevention and awareness techniques and programs.

WORKING CONDITIONS

1. Works indoors in adequate work space and lighting, but with fluctuations in temperature and ventilation.
2. Frequent exposure to noise, stress, and disruptions.
3. Normal indoor exposure to dust/dirt.
4. Works in conditions of potential outbursts or disruptive behavior of clients.
5. Travels periodically to clients or other work-related sites; work conditions vary at sites and employee is exposed to all weather conditions.

PHYSICAL AND MENTAL CONDITIONS

1. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, driving and occasional bending, twisting and reaching necessary to carry out duties of job.
2. Must stand for long periods to do presentations.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso necessary to carry out duties of job.
4. Light work, with frequent lifting/carrying of objects with weights ranging from 10 to 30 pounds.
5. Must demonstrate emotional stability.
6. Must be able to cope with the physical and mental stress of the position.

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7. Must be able to physically and mentally react quickly in the event of a disturbance or physical outbreak.
8. Must be able to pay close attention to details and concentrate on work.

QUALIFICATIONS

A. EDUCATION/TRAINING

Bachelor's degree in Psychology, Education, Counseling, or Social Service related field.

B. WORK EXPERIENCE

1 year experience in drug and alcohol prevention work or one year working as a Drug and Alcohol Prevention Specialist I.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential job duties.
2. Must possess communication and interpersonal skills.
3. Must possess initiative and problem solving skills.

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KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (CONT'D)

4. Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.
5. Must possess ability to maintain confidentiality in regard to client information and records.
6. Must possess the technical knowledge of operating training equipment and machines and other office equipment as needed to perform job duties.
7. Must possess a valid Pennsylvania Driver's License and a willingness to travel as needed.
8. Must possess the ability to make independent decisions when circumstances warrant such action.
9. Must possess ability to make accurate observations through verbal communication and body language and to keep accurate statistics in regard to client base.
10. Must possess academic knowledge of drug/alcohol preventions and ability to conduct training and awareness programs to various groups as necessary.
11. Must possess effective counseling and assessment techniques, psychological skills in dealing with addicts.
12. Must possess the ability to understand court orders and to complete forms and paperwork as required.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF DRUG/ALCOHOL PREVENTION SPECIALIST II AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

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(Signature of Employee)

(Date)

(Signature of Supervisor)

(Date)

In compliance with the Americans With Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.