

## Job Posting

<b>Organization:</b>	Franklin/Fulton County Drug and Alcohol
<b>Job Code / Title:</b>	Drug and Alcohol Prevention Specialist II
<b>Type Position:</b>	Full Time
<b>Salary Range:</b>	\$21.77
<b>Pay Grade:</b>	17
<b>Posting Length:</b>	5 Business Days
<b>Posting Dates:</b>	07/28/2022 – 08/04/2022
<b>Contact Name / Number:</b>	Charles Martin III / (717)261-3150
<b>Job Description:</b>	See Attached

### 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 such as providing services that help individuals, families, and communities to develop the capacities needed to achieve behavioral health and wellness, delivering evidence-based prevention programming in a wide range of settings including schools, workplaces, health care centers, behavioral health programs, community-based organizations, and prevention coalitions; Or Any equivalent combination of experience and training.

2. County of Franklin Approved Additional Special Requirements: None

### HOW TO APPLY – ALL CANDIDATES

The following materials must be received by 4:30 pm on or before 08/04/2022. 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 interested in applying, please send applications to:

Attn: Charles Martin III, 272 North Second Street, Chambersburg, P.A. 17201

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.

Franklin County IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.

## FRANKLIN COUNTY

### 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.
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.

**DRUG/ALCOHOL PREVENTION SPECIALIST II**

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Position Description

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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.

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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.

\_\_\_\_\_  
(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.