

PREVENTION AIDE

DEFINITION:

Under supervision, to assist in providing activities and services focusing in substance abuse prevention.

DISTINGUISHING CHARACTERISTICS:

This is a temporary/extra help classification for assigned Departments. Incumbents will provide a variety of alcohol and drug program prevention support services on a countywide basis.

REPORTS TO:

Such County staff as designated.

CLASSIFICATION DIRECTLY SUPERVISED

None.

EXAMPLES OF DUTIES:

- Assist in assessing the awareness of children and adolescents relate to substance prevention.
- Assists in identifying and contacting organizations and schools to promote substance abuse prevention activities and services.
- Assists in the routine planning, organization and coordination of substance abuse prevention activities which may include special events in conjunction with community celebrations, workshops and seminars.
- Assists in organizing, preparing and conducting educational presentations for schools, special targeted populations and community groups.
- Assists in recruiting volunteers.
- Provides technical expertise and oversees activities of volunteers with guidance.
- Prepares exhibits, posters and displays for public presentations.
- Prepares public information materials.
- Researches and review relevant educational materials.
- Serves as liaison with schools, community based organizations and others who provide substance abuse prevention and related services.
- May attend statewide meeting/conferences.
- Uses a personal computer and assists with other high-tech audiovisual equipment for the performance of job duties.
- Prepares correspondence and reports other functions.
- Performs other job related duties as required.

PREVENTION AID - 2

TYPICAL PHYSICAL REQUIRMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 100 pounds with assistance as necessary; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environmental; may spend considerable time in the field; continuous contact with staff and public.

KNOWLEDGE OF:

- Current methods and developments in substance abuse prevention field.
- Risk factors, signs and effects of substance abuse usage by youth
- Child and adolescent development
- Organizations, resources and programs within the community that share common goals
- Group dynamics and human behavior
- Research methods
- Marketing concepts and techniques

ABILITY TO:

- Present ideas effectively both orally and in writing
- Work effectively with youth
- Establish and maintain effective working relationships with representatives from other service providers, governmental agencies and the general public
- Keep accurate records and prepare clear, concise, and comprehensive reports

PREVENTION AID - 3

TRAINING AND EXPERIENCE:

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

Applicants are required to pass an extensive background investigation and be fingerprinted. Disqualification for felony, misdemeanor and traffic offenses will be assessed on a case-by-case basis.

Must have the ability to work nights and weekends and to travel to locations outside the regular office to perform job duties.

SPECIAL REQUIREMENTS

Possession of a valid driver's license at time of application and possession of a valid California Drivers License by time of appointment. The valid California Drivers License must be maintained throughout employment.