



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN OPEN RECRUITMENT FOR:

PREVENTION SPECIALIST

Application Deadline: OPEN UNTIL FILLED

DEPARTMENT: Health and Human Services
LOCATION: Countywide
SALARY: Range 60 \$3612 \$3788 \$3978 \$4181 \$4387/month
Paid over 26 pay periods annually

****BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; new CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay employee share of cost. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

DEFINITION: Under general supervision from the Health and Human Services Deputy Director of Public Health and Prevention or her designee, the Prevention Specialist plans and implements a wide range of educational services and outreach activities, including coordination and oversight of youth mentoring, and assisting in the provision of services to young families with children, from birth to age five, as well as being part of a team in the provision of a broad range of prevention activities.

ESSENTIAL JOB DUTIES: Reviews research articles, identifies best practices and evidence-based curriculums or interventions with designated target groups, and synthesizes information to design effective presentations. Effectively leads group discussion and interaction on a variety of topics, and ensures leadership comments are professionally and philosophically aligned with the County Board of Supervisors and HHS. Conducts presentations to community groups and the general public at a variety of venues throughout the county including but not limited to schools, libraries, the juvenile center, the county jail, and client homes, with efforts to present equal services to southeastern Inyo as well. Effectively strategizes with prevention team members, Department management, and other stakeholders as necessary to plan programs in response to publicly or politically sensitive issues. Demonstrates creativity and effectiveness in promoting alcohol and drug prevention messages in the media and within collaborative teams, crafting messages to engage diverse populations from school youth coalitions to tribal agencies to local businesses owners. Develops effective engagement strategies with prioritized client populations, including the development and on-going support of adult mentors for at-risk children and youth. In a timely manner provides client linkages and referrals to HHS and/or community resources. Provides on-going assessment and management of client needs, collecting and organizing evaluation materials in order to promote community benefits from services or to help assess the critical needs of a community or target population. Completes all data entry and reporting in a thorough and timely manner as prescribed by regulation, and/or Supervisor. Schedules classes and outreaches to optimize client availability, including flexible scheduling to allow for night and weekend services.

EMPLOYMENT STANDARDS

Education/Experience: A Bachelor's degree in Human Services, Health Education, Journalism, Marketing, or other directly relevant field **-OR-** a high school graduate or equivalent with 2 years of experience (including at

least 1 year of full time work) in creating and implementing a written and verbal public information or educational program which targeted both specific populations and the community at large.

Knowledge of: Child development, the addiction process and the impact of addiction on a person's life functioning and the community they live in; prevention strategies; rapport building techniques; effective youth engagement skills; appropriate support techniques for volunteers working with at-risk youth; effective problem solving and group facilitation skills; appropriate professional interpersonal skills; correct English usage, spelling, grammar, and punctuation; IBM-compatible computers and software, especially MS Word, Excel, and Publisher; some Internet familiarity; use of media as a communication tool.

Ability to: Communicate effectively, both orally and in writing; be comfortable dealing with difficult topics under a variety of circumstances, and with a wide range of community members; deliver information to a variety of audiences in a wide range of settings including but not limited to county offices, schools, libraries, community centers, the juvenile center, the jail, and client homes; work as part of a prevention team, including adult and youth volunteers; speak to both large and small groups; interact with at-risk youth; continually seek knowledge of new prevention topics and strategies, integrating this knowledge into classes, presentations, and systems; read and synthesize information; structure the work day and prioritize tasks towards program goals; exercise appropriate independent judgment; use supervision appropriately; keep accurate, clear, and timely records, reports, and evaluations; travel routinely within the county and periodically within the state; work flexible hours including evening and weekends as program needs require. Consistent attendance is an essential function of the position. Must have ability to sit for prolonged periods of time, stand, twist, lift, and carry up to 25 pounds; climb and descend stairs; frequent telephone use.

Core Competencies:

The core competencies listed below and the ability to immediately demonstrate these competencies consistent with the position's level in the department and the specific work assignment:

Intensity: Goes after the goal with passion; is results oriented, and gets the job done. *Key Concepts:* Risk-taker; results-oriented; and initiative driver.

Ethical Behavior: Does what is right regardless of temptations and pressures to do otherwise; upholds the public's trust; and conducts self-according to a set of principles. *Key Concepts:* Respect; trust; responsible; fair; and caring.

Influence: Affects successful outcomes for the organization through the use of masterful leadership, collaboration, and a keen understanding of the organization, its goals, and the interests of all parties. *Key Concepts:* Engaged; collaborative; strategic orientation; situational awareness; organizationally savvy; inspirational; energizing-empowering; team orientation; and change agent.

Commitment: Successfully builds relationships with and promotes involvement of diverse groups; considers the needs of diverse clients when developing policies and procedures related to service; works closely with diverse groups to identify and deliver services that meet their needs and the strategic objectives of the program; establishes customer service as the single purpose to which all resources are dedicated; focuses on delivering the best services possible to the public; focuses on customer needs; and is committed to public service. *Key Concepts:* Public servant; and customer service.

Interpersonal Skills: Possesses and uses versatile communication styles and approaches; understands the underlying psychology of why people act as they do and changes approach to affect positive outcomes; builds rapport throughout the organization; and develops human potential. *Key Concepts:* Staff development; communication; listening; delegation; recognition; and buy-in.

Resiliency: Is adaptable; takes direct action; leads by example; exhibits tenacity. This leader is ready, flexible, self-reliant, and has a reputation for finding opportunities in difficult situations. *Key Concepts:* Action-orientation; adaptability; flexibility; agility; tenacity; survivability; courage; confidence; and intuition.

Craftsmanship: Rejects the "good enough for government work" attitude; takes ownership of work done and results accomplished; takes pride in delivering quality services to customers; seeks out opportunities to develop new and creative solutions and programs; imagines possibilities; defines a vision, and works to bring vision into reality. *Key Concepts:* Innovative; imaginative; inventive; pride-in-work; accountability; self-development; and self-starter.

Special Requirements: Must possess a valid California Driver's License; must successfully complete a pre-employment background investigation.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, and oral interview.

APPLICATION: **This recruitment will remain open until position has been filled.** Applications **must be received** at the Inyo County Personnel Department, P.O. Box 249, Independence, CA 93526. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached".** Incomplete applications will not be processed.

The County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone). Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration. **All positions are considered Countywide positions,** and employees are expected to report to all Inyo County work locations as needed to complete assigned work.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.