



## **PREVENTION SPECIALIST**

**DEFINITION:** Under general supervision from the HHS Deputy Director of Public Health, or designee, the Prevention Specialist plans and implements a wide range of educational services, outreach activities, case management, and prevention opportunities throughout Inyo County to targeted populations with particular emphasis on the delivery of a nutrition education curriculum to targeted populations, and provision of dental health case management. Also provides support for ongoing countywide disaster preparedness planning and prevention efforts.

### **ESSENTIAL JOB DUTIES:**

**For Nutrition Education Activities:** Provide nutrition education and obesity prevention strategies to low income families. Promote the 2010 Dietary Guidelines to increase consumption and access to healthy food and drinks, and increase opportunities for physical activities. Conduct multiple series of short nutrition classes and food preparation demonstrations within community settings such as Headstart Parent meetings, elderly service centers and CalFresh offices. Participate in community events reaching low income families with the intent to promote healthy dietary habits through educational displays, activities and taste tests. Coordinate nutrition education messages, resources and campaign efforts throughout the county. Develop an ongoing media campaign to include written articles promoting healthy lifestyles and heightening awareness of obesity risks and prevention. Facilitate the local coalition Team Inyo for Healthy Kids, a partnership with the focus of promoting active lifestyles, balanced nutrition and healthy choices. Work with the coalition to develop a County Nutrition Action Plan.

**For Case Management Activities:** Provision of assistance to uninsured or underinsured children and families to assure access to dental care. Participate in county wide school dental screenings assisting dental providers and documenting screening findings. Coordination with schools and medical providers to facilitate referrals of children with dental needs unable to access dental services. Development and provision of dental teaching plans targeting school age children. Design evaluation tool to measure effectiveness of dental prevention services. Assess community for trends, issues and barriers to childhood dental health care and opportunities for solutions. Development of improved data collection and tracking mechanisms to more clearly define outcomes and trend data. Develop campaign to promote prenatal dental access through education of medical providers, facilitation of referrals and increased client awareness.

Other General Prevention Activities: Synthesize information to design effective presentations; lead group discussions and interactions regarding a wide variety of parenting topics, including the prevention of and intervention with addiction issues; conduct presentations to community groups and the general public; creatively promote prevention and parent education in the media and within collaborative teams. Develop and maintain effective relationships with members of collaborating agencies working towards mutual goals; complete data entry and general office and clerical duties; complete and submit relevant reports; perform related duties as required, including attending meeting and training related to assigned tasks. All duties will be performed within state and county guidelines and within a collaborative context.

## **EMPLOYMENT STANDARDS:**

### **Education/Experience:**

A Bachelor's degree in Health Education, 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/educational program which targeted both specific populations and the community at large. **Bilingual (Spanish-English) preferred.**

**Knowledge of:** Prevention strategies; rapport building techniques; effective problem solving and group facilitation skills; principles of effective adult education; 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. Alcohol, tobacco, and other drug dependence, the addiction process, and the impact of addiction on a person's life functioning and the community they live in.

**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; work as part of a prevention team, including adult and youth volunteers; speak to both large and small groups; continually seek knowledge of new prevention topics and relate new information it to community groups and individuals; 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.

**Special Requirements:** Must possess a valid California Driver's License.