



**COVID PREVENTION SPECIALIST I, II or III**  
**Limited Term Position Ending June 20, 2023**

**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.

**Nutrition Education Activities:** Provide nutrition education and obesity prevention strategies to low income families; determine eligibility for WIC services; conduct nutrition education and food demonstrations, consistent with current Dietary Guidelines for children, youth, families and the aging population; provide food preparation demonstrations; promote healthy dietary habits through participation in community promotions, educational displays and other outlets including social media and other media resources; facilitate the Team Inyo for Healthy Kids coalition; and other nutrition related activities as identified and assigned.

**Case Management Activities:** Provide case management services for dental services, ensuring uninsured and/or underinsured children and families have access to dental care by participating in dental screenings, coordinating with schools and providers to facilitate referrals for services, and providing oral care education and training to children and families. Coordinate with families and care providers to identify dental care plans for children and provide assistance to the family to implement the plan. Maintain documentation, collect data, evaluate outcomes and provide other dental case management activities as identified and assigned. Other case management activities may include providing home-based visitation and case management services. Home-based services include, but are not limited to parenting education and support, implementation of evidence-based tools and strategies, and other education/activities as identified and/or assigned.

**Parenting Education:** Provide parenting education and support using an evidence-based curriculum in multiple settings including communities, schools, and correctional settings, as well as home-based, targeted services. Provide customized curriculums as needed to meet the diverse parenting needs of the community.

**Tobacco and Substance Use:** Synthesize information to design effective presentations; lead group discussions and interactions regarding the prevention of and intervention with addiction issues, including tobacco, drugs, alcohol and other emerging substances; promote healthy activities as an alternative to substance use including outdoor activities; conduct presentations to community groups and the general public; and assist with developing and promoting tobacco education and policy initiatives.

**Mentoring:** Recruit and train adult mentors to match with children and youth in the community and/or schools; outreach to children/youth referred to program and their caregivers to gain permission for participation, to identify areas of interest and need, and to maintain on-going supportive relationships; provide on-going support to mentors and their mentees as needed; work with partnering agencies including, but not limited to schools, Behavioral Health, and Probation to provide outdoor activities for at-risk youth; and provide other mentoring related activities as identified and assigned.

**Disaster Preparedness Activities:** Assist in the development of the annual Hospital Preparedness Program (HPP) work plan, and provide input into the mid-year and year-end reports; review research articles and synthesize information to assist local hospitals in the development of written hospital evacuation plans, and work with the public health staff and partners in the planning of government-authorized alternative care sites; organize, set agendas, and convene meetings of the planning committee; participate in the planning and implementation of table-top drills and functional exercises; track and report project deliverables and expenditures; and monitor implementation of training and exercise programs.

**General:** As part of the prevention team, creatively promote prevention, parent education, and healthy activities 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.

**The Prevention Specialist II** is distinguished from the entry level I position, as it is a journey level classification demonstrating the training and experience needed to perform job duties with independence and minimal supervision.

**The Prevention Specialist III** is distinguished from the journey level II, as it reflects the training and experience necessary to act in the capacity of a lead worker with the ability to provide guidance and direction in the absence of a supervisor, to facilitate high-level community partner policy and planning meetings, to provide direct training and support to entry level Prevention Specialists, and other lead worker tasks as identified.

## **EMPLOYMENT STANDARDS**

### **Education/Experience:**

#### **Prevention Specialist I:**

**Path A:** A Bachelor's degree in Education, Health Education, Human Services-related field, Marketing or other directly related field; OR

**Path B:** An Associate's Degree in Education, Health Education, Human Services, Marketing or other directly related field AND one year of experience providing general education programming.

**Path C:** A high school graduate or equivalent with 2 years of full-time experience in creating (or providing support in the creation) and implementing written and verbal public information/educational programming which targets either specific populations or the community at large. Providing written and verbal public information/educational programming must be identified as a primary role for the position(s) identified by applicant as meeting the experiential requirement.

#### **Prevention Specialist II:**

**Path A:** One full-time year of experience working in the Prevention Specialist I classification: OR

**Path B:** Must meet the education/experience requirements of a Prevention Specialist I AND have an additional year of full-time experience providing prevention/community education as outlined above in Path C of the Prevention Specialist I classification.

#### **Prevention Specialist III:**

One year of full-time experience working in the Prevention Specialist II classification.

**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.

**Special Requirements:** You may be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation. Your position may be required to serve as a Disaster Service Worker during a County emergency.

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

