

INYO COUNTY
PERSONNEL SERVICES
P. O. Box 249
INDEPENDENCE, CA 93526



(760) 878-0377
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AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN OPEN RECRUITMENT FOR:

PREVENTION SPECIALIST I, II, or III

DEPARTMENT: Health and Human Services
LOCATION: Countywide
SALARY: Prevention Specialist I Range 60 \$3908 \$4099 \$4305 \$4524 \$4747
Prevention Specialist II Range 63 \$4184 \$4394 \$4622 \$4850 \$5091
Prevention Specialist III Range 66 \$4489 \$4716 \$4959 \$5202 \$5464
(The above monthly salary is 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 at least 50% of normal 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.

The current vacancy is primarily assigned duties in: _____

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. The Prevention Specialist works, as part of a team that is leading change and empowering healthy communities, ensuring that service delivery is both trauma-informed and respectful of culture.

ESSENTIAL JOB DUTIES: Essential duties include, but are not limited to developing and implementing prevention education services and other prevention strategies in a wide range of venues, as well as across multiple disciplines. Prevention Specialists may be primarily assigned one or more of the following activities and will work as part of the team to provide support in all areas:

Women, Infants, and Children (WIC) Program: Provides direct service to women, infants, and children through age five in the (WIC) Program; provides resources and referrals; determines eligibility for WIC services; promotes breastfeeding; provides breastfeeding support and referrals; completes WIC appointments with participants in person, by video call, and over the phone; conducts nutrition risk assessments and nutrition education while navigating the WIC WISE Internet-based system; assists WIC participants with participant-centered education and setting nutrition and health goals for their family; writes care plans with participants; and issues WIC benefits and provides information on WIC foods.

Child Health: Provides health education to low income children and adolescents; provides food preparation demonstrations; promotes healthy dietary habits through participation in community promotions, educational displays and other outlets including social media and other media resources; ensures uninsured and/or under-insured children and families have access to dental care by participating in dental screenings; coordinates with schools and providers to facilitate referrals for services; and provides oral care education and training to children and families.

First 5: Provides direct support to families with children zero to five in topics of child development, literacy, and positive parenting through home visits, parenting classes, and workshops; utilizes evidence-based curriculum to provide parenting supports; provides community presentations and attends community collaborative meetings to connect with providers and resources; implements community-wide literacy programs in partnership with medical clinics and local nonprofits; connects children and families to resources through case management and referrals, including offering developmental screenings for children to connect to early intervention services; and provides coaching and education in early childhood learning environments.

Youth Services: Leads youth coalition meetings with high school students throughout the county; provides education to high school and middle school youth on tobacco and substance use prevention topics; promotes positive youth development; engages youth in community service projects; engages youth in educating younger peers; leads group discussions with youth regarding the prevention of addiction issues; promotes positive activities for youth; and assists with developing and promoting tobacco education campaigns and initiatives.

Outdoor Program: Coordinates Outdoor Program activities for children ages eight and up; leads outings; consults the weather and conditions before each outing; writes up a trip plan before each outing with emergency plan and contacts listed; coordinates with outside vendors providing any outings, such as kayak trips or camps; prepares equipment and staffing for each outing; collaborates with partnering agencies, including but not limited to schools, Behavioral Health, and Probation; receives training on backcountry risk management and first aid; trains other staff on Outdoor Program-related topics; communicates with families and children to invite them on outings and make sure all paperwork is signed; follows up on any risk concerns; and follows up on all referrals.

Mentoring: Recruits and trains adult mentors to match with children and youth in the community and/or schools; conducts 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; provides on-going support to mentors and their mentees as needed; works with partnering agencies including, but not limited to schools, Behavioral Health, and Probation to provide outdoor activities for youth with risk factors.

Disaster Preparedness Activities: Assist in the development and implementation of public health disaster preparedness work plans, and provides 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 emergency plans, and works with the public health staff and partners in the planning of healthcare and community response to public health emergencies; organizes, sets agendas, and convene meetings of the Healthcare Coalition and other collaborative groups; participates in the planning and implementation of table-top drills, functional exercises, and disaster preparedness curriculum; tracks and reports project deliverables and expenditures; and monitors implementation of training and exercise programs.

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.

APPLICATION: Applications must be received at the Inyo County Personnel Department, P.O. Box 249, Independence, CA 93526, no later than 5:00 p.m. on _____ 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.

THIS RECRUITMENT MAY ESTABLISH AN ELIGIBILITY LIST WHICH MAY BE USED FOR ONE YEAR IN FILLING VACANCIES WHICH MAY OCCUR IN THIS JOB CLASSIFICATION AND SALARY RANGE.

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.