PREVENTION ASSISTANT

DEFINITION
Under direct supervision of the Program Coordinator, this person provides prevention and intervention services at a variety of school sites.

DUTIES AND RESPONSIBILITIES
Provides information on prevention to staff and students; helps maintain cooperative relationships between the district, community and appropriate agencies; coordinates and assists with meetings with collaborating agencies, groups and individuals; assists program supervisor in on-going evaluation of assigned prevention programs and activities; utilizes appropriate program resources (including grant proposals, community contributions, volunteer materials, and legislation); gathers data and researches information for proposals for the creation and coordination of new and revised programs; attends appropriate staff, advisory committee, council and board meetings; assists in organizing, coordinating, conducting, and evaluating assigned special events, workshops, conferences and activities; completes and maintains forms, records, reports and documentation of program activities; may be required to perform work on the latest office machines, including but not limited to: word processing equipment, on-line computer terminals, printers, scanners and related equipment.

MINIMUM QUALIFICATIONS

Education and Experience
Two years of college, AA degree in social work or similar area. Experience and training in social work or similar area.

Knowledge
Understanding the family dynamics, and social norms. English grammar, punctuation, spelling; standard types of office filing systems, common equipment utilized in an office environment. Effective and efficient oral and written communication techniques.

Skills and Ability
Make presentations to children, adolescents and adults. Ability to tutor students in needed areas of curriculum. Ability to develop brochures and other literature. Operate a motor vehicle and various office machines; communicate effectively both in oral and written form; organization and prioritize work; read and apply rules; regulations and procedures; establish and maintain effective inter-personal relationships with staff, families and volunteers; work independently in absence of supervisor; maintain accurate records and reports.
Physical Ability
Requires sufficient hand/eye coordination and manual dexterity to use keyboard at a basic rate (45 wpm); sufficient visual acuity to recognize words, letters and numbers; speech and hearing ability to carry on conversations in person and over the phone. Ability to reach and pull materials from files and shelves. Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects (up to 30 lbs.) on an intermittent basis. Occasionally frequent lifting, carrying, pushing and pulling of equipment; frequent twisting, reaching, stooping and bending.

Licenses and Certificates
Valid Driver’s License