DEFINITION

Under direct supervision of the designated manager, this person will provide workshops, trainings and in services to students, parents, staff and community agencies. Identify and create educational support services to refer selected at-risk youth, and their network of support to achieve academic success. Manage a caseload of students to ensure that needs are assessed and appropriate interventions result in improved academic progress.

DUTIES AND RESPONSIBILITIES

Provide information, guidance and resources to districts in program content. Schedule and facilitate various professional development trainings and workshops. Prepare and facilitate. Review survey results and assist with disseminating data to districts. Research science based curriculum to assist districts with making informed decisions for drug prevention efforts. Provides anger management skill trainings. Act as liaison between school districts and county office for drug prevention. Facilitate and provide guidance for various prevention and intervention programs for Yuba County Schools. Serve on various community boards related to alcohol, tobacco and other drug preventions. Oversee ordering educational material for the various programs. Maintain up-to-date information on prevention and intervention practices by attending trainings and workshops; other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience
AA or BA degree in social work or similar area. Three years of experience and training in social work, education, psychology or related field is required. Master’s degree preferred.

Knowledge
Understanding and knowledge of the unique challenges experienced by at-risk youth. Understanding of trauma, brain development and, social norms in relationship to children, adolescents and families.

Skills and Ability
Ability to apply program rules, policies and regulations. Complete standard office procedures, filing and case management. Skills in time management and the ability to work flexible hours including some evenings and weekends. Make presentations to children, adolescents and adults. Operate a motor vehicle and various office machines; establish and maintain effective interpersonal relationships with staff, families, community agencies 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 California Driver’s License

MP
10/29/19