

Position Code: 8410	FLSA Status: Non-exempt
Pay Code: 3	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to develop and implement prevention programs. The class is responsible for program planning and development, promotion/marketing, and education. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS

- Conducts educational programs for small groups of students in public schools, and for parent education groups.
- Develops brochures and other promotional literature utilizing computer program; markets and promotes available services within the community.
- Drafts goals and objectives for comprehensive integrated prevention and education programs, including evaluation methodology based on identified community needs.
- Works collaboratively with school administrators, counselors, and teachers in implementing programs designed to decrease substance abuse.
- Maintains journal/log of daily activities; compiles information/data to support periodic and special reports documenting activities and events for area of responsibility.
- Conducts training for volunteers; provides information to staff and other agencies.
- Reviews literature for new research and developments in the prevention field.
- Attends staff and other professional meetings to exchange information.
- Maintains records in accordance with program policies and procedures, state and federal regulations and standards.
- Documents all client services at the completion of each service to include the length of time spent delivering services.
- Develops and implements consumer's individual service plans and document accordingly.
- Completes consumer daily, monthly quarterly and annual reports. Complete client notes and billing reports daily.
- Authorizes services in accordance with payer regulations.
- Consults regularly with medical, agency staff and other agencies in accordance with confidentiality guidelines to discuss client progress and advocacy for services, adjust treatment plans accordingly and maintain accurate and complete consumer records.
- Attends or completes required annual compliance training
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
Reasoning Requirements	Performs coordinating work involving guidelines and rules but solves problems constantly.

Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents; may use descriptive statistics.
Language Requirements	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes complex reports.
Mental Requirements	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies general understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.
Decisions/Supervisory Control	Directs actions of others, making decisions almost constantly, affecting coworkers, students, parents, and others in the general public.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a bachelor's degree in health education, social work, or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of two years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.