



<b>Job Title:</b>	Director of Prevention	<b>Program:</b>	Prevention
<b>Department/Group:</b>	Prevention	<b>Travel Required:</b>	May be required
<b>Location:</b>	3305 West 25th Street Cleveland, OH 44109	<b>Position Type:</b>	Hourly (20 hours/week)
<b>Supervisor:</b>	Executive Director	<b>Work Time:</b>	Monday - Friday Flexible hours

### Job Description

#### Duties/Responsibilities

- Responsible for coordination of the prevention program's curriculum and the submission of quarterly reports electronically.
- Responsible for the supervision of staff and coordination of program activities.
- Responsible for preparation for site visits of prevention programs.
- Responsible for representing the agency at monthly mandated program meetings such as prevention/HIV round table meetings and Regional Advisory Group (RAG) meetings and all other program mandatory meetings.
- Responsible for maintaining appropriate information about services delivered in the community for planning and evaluation purposes.
- Responsible for the day-to-day operations of the prevention program.
- Responsible for developing and implementing the policies and procedures of the prevention program.
- Responsible for the prevention program's quality assurance activities and findings.
- Responsible for ensuring that the prevention program is operating in accordance with the Ohio Department of Alcohol and Drug Addiction Services Prevention Program certification standards.
- Responsible for the program's quality assurance in compliance with HIPPA regulations

#### Minimum Qualifications (Skills and Knowledge Required)

- Ohio Certified Prevention Specialist I and/or LISW or LSW with two years of experience and/or certified Health Education Specialist with one year of prevention experience.
- Must have management/training experience, with strong Hispanic/Latino cross cultural skills.
- Knowledge of computer use software programs (Windows, Excel, Power Point, Web-based)

#### Academic/Credential Requirements (Education Requirements)

- Bachelor's Degree in education, sociology, psychology, or 4-year related field experience in alcohol, drug addiction and mental health services with a minimum of two years as a supervisor.

**Please send all resumes to: [rsturgis@hispanicumadaop.org](mailto:rsturgis@hispanicumadaop.org)  
For more information you may also call 216 459 1222, ext. (406)**