



Hispanic UMADAOP

Job Title:	Prevention Education Specialist	Program:	Prevention
Department/Group:	Prevention	Travel Required:	Yes
Location:	3305 W. 25th Street Cleveland, OH 44109	Position Type:	Full-time (40 hours/week) Full benefits position
Reports to:	Executive Director	Work Time:	Monday-Friday 9:00 a.m. – 5:00 p.m.

Job Description

Duties/Responsibilities

- Develop a ATOD prevention education curriculum for elementary school-aged Hispanic/Latino and other children which focuses on life skills, such as: problem solving, decision making, communication skills, stress management, coping strategies, bullying prevention, conflict resolution, and refusal skills
- Provide ATOD prevention education to elementary school-aged Hispanic/Latino and other children enrolled in the Cleveland Municipal School District and/or other private institutions
- Offer ATOD prevention education to the families of Hispanic/Latino and other children enrolled in the Cleveland Municipal School District and/or other private institutions
- Assist with ATOD and teenage pregnancy prevention/awareness in the Hispanic/Latino and greater Cleveland community
- Assist with ATOD prevention education services to Hispanic/Latino and other incarcerated individuals
- Provide referrals to treatment services through the Hispanic UMADAOP intake program
- Build a referral network system with the Hispanic/Latino and greater Cleveland community for future collaboration strategies
- Engage and utilize supervision to modify or implement community prevention strategies in the community
- Maintain relevant documents and statistics to verify accomplishment of milestone performance targets required by Hispanic UMADAOP, ADAMHS Board, OMHAS and other funders
- May require to work some Saturdays for community outreach
- Perform other assigned duties to meet program outcomes and mission of Hispanic UMADAOP

Minimum Qualifications

- Fluent in English and Spanish
- Experience in working with children and/or adolescents
- Mature, warm, outgoing, able to handle crisis situations, and able to work in a team setting
- Knowledge of computer use software programs (Microsoft Word, Excel, Power Point, Outlook)



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Preferred Skills

- Good working knowledge of social agencies in the Greater Cleveland area
- ATOD prevention education experience
- Knowledge of growth and developmental stages of children and adolescents

Academic/Credential Requirements

Bachelor's Degree, preferably in education, sociology, psychology, or an allied field or three years of education prevention experience or Ohio Certified Prevention Specialist I or Ohio Certified Prevention Specialist Assistant