



## Youth Prevention Specialist (YPS) Job Description

### Our Mission and Vision

We envision a healthy community that empowers youth. Our mission is to foster a future through education, connection, and community collaboration where youth receive the support they need to build resiliency, overcome behavioral health challenges and lead healthy lives free of substance abuse.

### Our Actionable Goals

- **Educate and Empower:** Support or provide accessible, evidence-based education programs to equip youth with the knowledge and skills necessary for their behavioral health and well-being which can include: mental health awareness, emotional intelligence, resiliency, substance use, and coping skills.
- **Connect Resources:** Identify existing resources and resource gaps to strengthen a comprehensive network of community partners that ensures youth and their families can easily access the support and services they require.
- **Community Commitment:** Engage community members, volunteers, and donors in our mission, fostering a sense of commitment to the well-being of youth and creating a supportive, interconnected community.

### Position Overview:

Bitterroot Cares Prevention Coalition seeks to support or implement various programs that support positive youth development. These programs will use evidence-based curricula and are delivered either in school or in an out-of-school (after school program) settings and are targeted to elementary, middle, and high school students. They focus on youth substance abuse prevention, mental health awareness, emotional intelligence, resiliency, and coping skills. The Youth Prevention Specialist is responsible for facilitating sessions of evidence-based curricula and identifying additional needs of students through screening and assessments.

Supervised by the Project Director and Program Coordinator, the Youth Prevention Specialist works in schools and within the community to facilitate prevention services based on the Center for Substance Abuse Prevention Strategies. This is a part-time position; 20 flexible hours per week to meet the needs of the Ravalli County community.

The Youth Prevention Specialist serves as liaison to school personnel as well as community partners. Outreach is a key component of fulfilling this position.

**Position Responsibilities:**

- Facilitate in-school and community-based (after-school) sessions using evidence-based curricula, while maintaining fidelity to the models.
- Build capacity and coordinate Youth Action Committees in Ravalli County School Districts.
- Assist in community outreach, which includes but is not limited to, substance use awareness campaigns such as Red Ribbon Week, Overdose Awareness Rally, health fairs, business expos, parades and other community events for the purpose of building community awareness and cooperation and providing anti-use messages.
- Assist with coalition activities and initiatives to educate community stakeholders on substance use issues.
- Attend training, seminars, workshops, and classes to achieve required credentials
- Create and manage prevention-focused social media account(s)
- Frequent local travel within Ravalli County with occasional state-wide travel for conferences or training. Consequently, the incumbent must always maintain valid Driver's License and insurance coverage on personal vehicle.
- One out of state conference is required- travel and lodging will be covered.

**Required Qualifications, Experience and Skills:**

- Bachelor's degree in Social Work, Education, Social Science, Criminal Justice, or related field is preferred. An equivalent combination of education and experience can be considered.
- Preferably, two years of experience serving youth and families in the areas of education, outreach or case management.
- Youth engagement skills including classroom management.
- Demonstrated facilitation and public speaking skills.
- Strong interpersonal skills, cultural competence, and ability to work effectively with youth and adult volunteers in a collaborative, team-oriented approach.
- Ability to maintain confidentiality, professionalism and maturity in handling sensitive information, participant interaction, and community relations.
- Ability to organize, plan, and manage multiple tasks.
- Ability to manage time efficiently and meet deadlines.
- Pre-employment criminal background check and drug screening are required.
- Substance Abuse Prevention Skills Training (SAPST) must be completed within 18 months of employment.
- Skill in the use of personal computer, word-processing, spreadsheets and database programs, web-based resources, social media, and modern office and presentation equipment.
- Have a fun, positive attitude!

## **Compensation and Benefits**

- \$19/hr, PTE (20 hours per week)
- Comprehensive benefits package including:
  - Employer-paid health insurance premiums
  - Generous paid leave including:
    - Cultural Leave
    - 11 Federal Holidays
    - Birthday and Personal Day
  - Many professional development opportunities
  - Flexible scheduling consisting of both in-person and remote work
  - Optional 4-day work week
  - One-On-One Coaching

*\*This is a grant funded position with a length of 1-5 years, with the possibility of funding extension up to 10 years. The grant is currently held under a fiscal agent and as such, employees will be contractors until the time when the grant can be held under the coalition's nonprofit.*

## **Diversity and Inclusion:**

Bitterroot Cares is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, or religion or otherwise as may be prohibited by federal and state law. We encourage candidates from all backgrounds to apply, especially those who are passionate about making a difference in the lives of children and families. If your experience doesn't align perfectly with every qualification, we still want to hear from you!

## **Application Process:**

To apply, please submit your resume and cover letter detailing your interest and qualifications for the role to [gabby@bitterrootcares.org](mailto:gabby@bitterrootcares.org).

## **Position Open Until Filled**