

**JOB OPENING ANNOUNCEMENT
NORTHWEST EDUCATIONAL SERVICE DISTRICT 189**

POSITION TITLE Prevention/Intervention Specialist	SUPERVISOR Prevention Center Coordinator
DEPARTMENT Prevention Center	WORK STATION Burlington Edison School Dist./Conway School Dist.
SALARY RANGE \$183.84/day min. - \$206.88/day max. d.o.e. Per NWESD 189 06-07 Professional/Technical Salary Schedule II.11	CONDITIONS OF WORK 187 days/year pro-rated for remainder of 06-07 school year 8 hours/day, 5 days/week. Subject to program funding.

SUMMARY:

Serve as the Prevention/Intervention Specialist (P/I) in the school setting. Responsibilities include providing substance abuse prevention education, intervention services to students, and working with staff, parents and community members.

ESSENTIAL FUNCTIONS:

- Provide pre-screening/assessment and referral information to students (parents) who are affected by alcohol or other drug (ATOD) use.
- Participate as an integral member of the student assistance, core team, or other multi-disciplinary team at the school assigned.
- Coordinate, assist and participate in developing and conducting support group service for students at-risk and/or harmfully involved with ATOD, recovery students, and children from unhealthy home environments.
- Provide assistance in development and selection of curriculum for recovery and COA groups.
- Provide staff development training in alcohol/drug use issues including prevention, intervention, recovery, and student assistance programming.
- Provide prevention and early intervention awareness programs for staff, students, parents and community around ATOD and violence prevention.
- Provide individual and family counseling services within the student assistance framework.
- Communicates and solicits assistance from county prevention officials, law enforcement personnel and related social service agencies that address substance abuse or violence prevention in youth.
- Maintains program records and files, compiles data and prepares reports as needed to comply with funding requirements promptly and efficiently.
- Coordinate activities with the student assistance team to identify high-risk students and refer them to school and community-based services.
- Provide crisis intervention as needed.
- Assist in developing drug and alcohol related policies at schools when needed.
- Supports and implements ESD policies, regulations, procedures and administrative directives; demonstrates loyalty to the Educational Service District and other administrators.

OTHER JOB FUNCTIONS:

- Deals with obstacles and constraints positively.
- Demonstrates ability to adjust to and use new approaches in the performance of his/her duties.
- Seeks and take advantage of opportunities for professional growth and attends mandatory trainings and meetings.
- Maintains dress and appearance appropriate to a professional office setting.
- Other duties as assigned.*

QUALIFICATIONS:

Qualified Alcohol/Drug Counselor meets Washington State DASA (Department of Alcohol and Substance Abuse) requirements with experience working as a school-based substance abuse intervention specialist: OR, Bachelors' Degree in Education with a minimum 15 hours' training in alcohol and other drug abuse issues; OR, Washington State licensed psychologist as defined under RCW 18.83, have or qualify for Washington ESA school counseling certificate, social worker, psychologist, or children's mental health specialist as defined by RCW. Experience working with Native American students preferred.

Washington State Department of Health registered counselor.

WSP/FBI criminal history background clearance required.

* Related duties as required are duties that may not be specifically listed in the Position Description but are within the general occupational series and responsibility level typically associated with the employee's classification of work.

Requires knowledge of:

- Experience in prevention and intervention techniques for substance abusing adolescents and their families.
- Experience in developing and conducting prevention awareness activities.
- Experience in youth group facilitation, adolescent assessments and youth relapse prevention. Demonstrated excellent verbal and written communication skills.
- Demonstrated skills in group facilitation and possess the ability to develop and conduct support groups.
- Demonstrated ability to develop and present ATOD issues to school staff, students, parents, and community. Good human relations and interpersonal skills.
- Experience in public schools.

Requires the ability to:

- Ability to work and function as a team member.
- Demonstrated ability to work successfully with adolescents, parents and community.
- Demonstrated ability to work successfully with school staff, including teachers, administrators, and non-classified staff.
- Demonstrated case management/record keeping skills.
- Demonstrated knowledge of alcohol/drug abuse federal confidentiality laws.
- Demonstrated knowledge and understanding of substance abuse assessment, intervention, treatment, and recovery process for adolescents and families.

Licenses and/or Certifications:

Valid Washington State driver's license and proof of liability insurance required.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Work is performed approximately 80% in an office environment and approximately 20% traveling to and teaching at districts in the NWESD 189 region. Evenings and some weekends are required. Lifts and carries a maximum of 30 pounds. Adequate manual and finger dexterity, hearing, speech and vision are necessary to perform the essential functions of this position.

Hazards: Potential hazards are present based on the fact that the position requires the incumbent to drive a significant amount throughout the regions. Hazards may include but are not limited to traveling alone, driving in inclement weather conditions, varied road conditions, rush hour traffic, etc.

Northwest ESD 189 is an Equal Opportunity Employer. Employment is on a conditional basis pending completion of a Washington State Patrol and FBI fingerprint criminal history background clearance and completion of an Employment Eligibility form presenting proof of identity and employment authorization status.

The statements contained herein reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence or relief, to equalize peak work periods, or otherwise to balance workload. Changes to the position description may be made at the discretion of the employer.

APPLICATION PROCEDURE:

Applications will be accepted until filled. Initial screening will be done on or about **March 7, 2007**.

A complete application file includes the following:

1. Completed Northwest ESD 189 Classified/Professional Technical application form
2. Letter of interest reviewing qualifications and experience related to the essential functions of the position
3. Current resume
4. Three current signed letters of recommendation

Application materials and questions about the application process are directed to:	Specific questions about the position are directed to:
<i>Samantha Ridenhour, Payroll/Personnel Assistant Northwest ESD 189 1601 "R" Avenue Anacortes, WA 98221 360/299-4057</i>	<i>Kristen Anderson, Prevention Center Coordinator NWESD 189 425/710-4363</i>

The statements contained herein reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. Changes to the position description may be made at the discretion of the employer. It is the policy of the Northwest Educational Service District No. 189 to not discriminate against any person with regard to race, color, religion, sex, age, national origin, marital status or physical or mental disability.