



SERAC Prevention Specialist Job Description

JOB TITLE: Prevention Specialist
REPORTS TO: Associate Director
STATUS: Full Time Position

SERAC is a nonprofit organization that engages and unites the individuals and communities of eastern CT around issues related to addictions and mental well-being across the behavioral health continuum through needs assessments, capacity building, and advocacy.

JOB SUMMARY:

The Prevention Specialist will be responsible for overseeing coordination of activities in the eastern region of CT (41 towns), related to the deliverables of State and Federal grants. This position will provide technical assistance in local towns in the area of mental health, substance use, problem gambling and suicide. This will also include working across prevention, intervention, and treatment services. The Prevention Specialist will work with multiple service providers, community groups, and diverse populations (across the lifespan).

This position will require travel within the region and occasional out of state. Evening and weekends may be needed to fulfill duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other assignments, projects, and duties may be required:

1. Lead communities in needs assessment and local capacity building.
2. Establish relationships with key stakeholders to educate and assist in community planning to address postvention response.
3. Facilitate regional team meetings and recruit and retain membership to reflect the eastern region of CT.
4. Attend various meetings virtual and, when appropriate, in person for state, regional and town level meetings.
5. Assist in grant writing and grant management of local funding awards.
6. Conduct community outreach to key sectors representatives such as: law enforcement, parents, youth, businesses, mental health providers and elected officials.
7. Develop electronic and print resources for community dissemination.
8. Conduct community educational presentations and trainings.
9. Other tasks may be assigned as related to coordination of local prevention activities.

QUALIFICATIONS AND SKILLS:

1. Minimum Bachelor's degree in health-related discipline (i.e, Public Health, Psychology, Community Psychology, Human Development) Master's degree preferred
2. Minimum 3 years of prior experience in the field of prevention.
3. Strong meeting facilitation skills and coordination.
4. Considerable knowledge of evidence-based practices and theoretical frameworks in

prevention.

5. Knowledge of behavioral health as it relates to mental health, gambling prevention and suicide prevention/postvention.
6. Proficient literacy skills or accommodations to understand needs assessments and apply information to implementation activities.
7. Computer proficiency required, including knowledge of MS Office and particularly Power Point.
8. Experience in virtual conferencing platforms.
9. Ability to multi-task on projects across various towns and complex integrated systems.
10. Ability to maintain flexibility to meet tight deadlines.
11. Ability to solve problems independently and collaboratively.
12. Strong reasoning skills and the ability to establish fact and draw valid, unbiased conclusions.
13. Ability to demonstrate cultural and social intelligence skills and seek professional growth opportunities as needed and recommended.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; stand; walk; use hands to type or write; talk or hear; and drive to various worksites (may be required to drive in inclement weather).

NOTE:

The position is grant funded and may be terminated due to expiration of grant or lack of agency funds.