



Job Description

Position: Prevention Specialist
Classification: Nonexempt Part Time
Pay/Hours: \$17.66 per hr / 13 hrs per week (after school and during Summer Program)
Department: Programs/Education Division
Supervisor: As Assigned
Revision Date: March 2019

REQUIRED: TEEN OUTREACH PROGRAM (TOP) CERTIFICATION

Purpose of Position

A Prevention Specialist facilitates training curricula to youth participants in a classroom setting during an after school program.

Essential Functions and Job Responsibilities

- ❖ Facilitation of Teen Outreach Program (TOP) Life Skills Training curriculum.
- ❖ Coordination of cultural arts and enrichment activities.
- ❖ Responsible for assisting with recruitment and retention of program participants.
- ❖ Compile documents submitted to Case Manager to generate program reporting.
- ❖ File reconciliation.
- ❖ Coordination of community service learning
- ❖ Advises the Case Manager and/or Program Coordinator of highs and lows of attendance.
- ❖ Assist in the management of youth attending events on early release and non school days.

Job Specifications

- ❖ Bachelor Degree preferred in Education, Social Work, Counseling, etc.; Associates Degree required.
- ❖ Demonstrated experience as a Certified Teen Outreach Program (TOPs), required.
- ❖ Experience working in an elementary, middle or high school based program setting.
- ❖ Must have documented proficiency in group facilitation.
- ❖ Must be computer literate using Microsoft Office or similar applications.
- ❖ Ability to carry out responsibilities with flexibility to adapt to changing needs and goals.
- ❖ Ability to balance the needs and expectations of multiple constituents.
- ❖ Positive and team-oriented attitude.
- ❖ Excellent written and oral communication skills.
- ❖ Outstanding organizational skills.
- ❖ Ability to work effectively with persons of all ages and diverse backgrounds, skills and abilities.

Other

- ❖ Must have a valid Florida Driver License and reliable transportation.
- ❖ Must pass a Level 2 background screening.

If interested in being considered for the position, email your resume and cover letter to:

hiring@ulbcfl.org