

## **Hobbs Municipal Schools Job Description**

**Position:** Substance Abuse Prevention Specialist

**Supervisor:** Superintendent or designated Assistant Superintendent

**General Job Description:** Provides alcohol and drug prevention programs, particularly those that are research-based and involve the community – by delivering regularly scheduled age-appropriate presentations to students K-12; implementing state-of-the-art prevention strategies with at-risk youth and families; and work with community groups to reduce alcohol and other drug problems.

**Qualifications:**

1. High School Diploma required.
2. Certified Prevention Specialist Certification within first year of employment.
3. Experience in teaching drug and alcohol prevention classes.
4. Must possess the ability to communicate clearly, correctly, and concisely in the English language. Spanish speaking is preferred.
5. Must hold or be able to obtain a NMPED Level 3 Educational Assistant License.

**Essential Duties and Responsibilities:**

1. Provide students with the latest information about drugs and alcohol.
2. Provide the class with a non-judgmental environment where students can ask questions and examine the consequences of drug & alcohol use.
3. Increase awareness and connect students with a variety of resources available in the community.
4. Strengthen knowledge, build protective factors, and develop healthier, more resilient individuals.
5. Establish and maintain highly positive working relationships with school and program staff, at-risk students and their families, in order to work effectively with them on program goals, prevention projects, special activities, and/or personal/family issues.
6. Submit all reports, data, and periodic prevention service information in a timely, accurate manner.
7. Ability to work independently, with minimal supervision.
8. Demonstrate ability to work as a collaborative team member with students, faculty and staff.
9. Instruct and facilitate teachers' knowledge of the risk / protective factors that will enable their understanding of how and why youth initiate or refrain from substance abuse.
10. Utilize organizational skills.
11. Demonstrate creative and innovative abilities.

**Work Environment:**

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions. Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving light furniture may be required.

**Physical Requirements:**

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required

**Safety and Health Requirements:**

Bloodborne Pathogens Standard Training

**Equipment/Material handled:**

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

**Terms of Employment:**

Salary and work year to be established by the Board.