

Centennial Mental Health Center, Inc.

**Job Description**

**Job Title:** Community Resource Prevention Specialist  
**Reports to:** Prevention Services Program Manager  
or Designee  
**Status:** Non-Exempt  
**Job Class:** Administration  
**Grade:** 6

**POSITION SUMMARY**

Plans, coordinates and implements prevention services including evidence based programming to local colleges, agencies and community members throughout Centennial's 10 county catchment area. Prevention activities will include facilitation of trainings and workshops, community need assessments, and outreach to various targeted populations to ensure referral pathways for behavioral health services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. The Prevention Specialist will establish ongoing collaborative relationships with local colleges, agencies and community members to establish and meet the needs of prevention services throughout Centennials 10 county catchment area.
2. The Prevention Specialist will work in conjunction with the Prevention Team to coordinate prevention trainings and workshops in the communities.
3. The Prevention Specialist will provide information and connection to community resources and public benefits.
4. The Prevention Specialist will refer community members for ongoing behavioral health services when necessary.
5. The Prevention Specialist will work in conjunction with the Prevention Team to assist with resource development for additional community-based services.
6. The Prevention Specialist will maintain timely records and data collection for measuring goals and outcomes of the program and services.
7. The Prevention Specialist will attend trainings, workshops, conferences, and meetings that will further the ability to consult in the community.
8. The Prevention Specialist will frequently travel to various communities within the geographic region, providing regular on-site consultation, training and support.

---

**JOB REQUIREMENTS**

**EDUCATION**

Bachelor's Degree in related field, Certified Addictions Counselor II or Certified Prevention Specialist II.

**ABILITIES, KNOWLEDGE, SKILLS**

Excellent written and verbal communication skills. Editing skills with strong organizational abilities and meticulous attention to detail. Strong skill set to manage several projects simultaneously, set priorities, problem solve and meet deadlines. Behavioral or physical health care experience. Ability to network and establish relationships with specific populations including the agriculture community and first responders. Demonstrated proficiency in Microsoft Word, Excel, Outlook, and Internet Explorer.

I have read this copy of my job description, discussed it with my supervisor, and understand my responsibilities.

---

Employee Signature

---

Date

---

Administrative Supervisor

---

Date