



# Rio Arriba County

## *JOB DESCRIPTION VACANCY*

### **PREVENTION SPECIALIST LIASION**

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<b>DEPARTMENT:</b>	RAC-STOP
<b>PRIMARY LOCATION:</b>	ESPANOLA
<b>SALARY CLASSIFICATION:</b>	[C-10 PER-SCHEDULE]
<b>SALARY:</b>	\$21.06 TO \$26.25 HOURLY / \$43,800 TO \$54,600 ANNUAL]
<b>POSITION STATUS:</b>	FULL TIME
<b>FLSA CLASSIFICATION:</b>	NON EXEMPT
<b>CLOSING DATE:</b>	OPEN UNTIL FILLED
<b>POSTING DATE:</b>	21 JUNE 2023

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*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by employees in this classification; only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. This is not an all-inclusive list of all responsibilities, duties and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time with or without notice.*

#### **Primary Summary:**

Under general supervision of the RAC STOP Director or designee, The Prevention Specialist Liaison provides services to educate children, families, and communities about the dangers of alcohol and other drugs within the schools and community. To help youth to develop the positive life skills needed to avoid destructive behaviors with evidence based programming, to give parents the skills they need to raise healthy children, who can make informed choices and teach families how to communicate more effectively.

#### **Duties and Responsibilities:**

- The Prevention Specialist Liaison keeps accurate records of program referrals, that are made to the Prevention Program from schools, juvenile probation officers, and district court judges, demographic information, attendance logs, calendar, work closely in a school setting and host youth and community prevention activities, spreading awareness
- The Prevention Specialist Liaison works towards becoming a Certified Prevention Specialist with the New Mexico Credentialing Board for Behavioral Health Professionals
- Coordinates, organizes and builds support among necessary community members and organizations, especially parents and the hospitality industry, by engaging them in science-based environmental strategies for reducing underage drinking, binge drinking, alcohol related incidences and DWI
- Follow Grant Scope of Work and implement
- Attend meetings and trainings
- Outreach support is a must
- Travel throughout Rio Arriba County may be required



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- Maintains confidentiality of all privileged information
- Contributes to a team effort
- Performs other duties as assigned or required

#### **Minimum Qualifications:**

- High School Diploma or equivalent
- Ability to operate office equipment, computers and typing skills
- Must have a clean driving record background
- Must not have been convicted of a felony
- Shall maintain a valid New Mexico driver's license during employment

#### **Recommended Qualifications:**

- Ability to thrive in a fast-paced environment
- Demonstrated organizational, human relations, and effective communication skills
- Ability to orchestrate multiple tasks simultaneously
- Assists with recruitment, training, and monitoring of volunteers involved with DWI Program activities
- Ability to create and capture accurate records and information for reports
- Performs other duties as assigned or required
- Computer knowledge of Word, Excel and various software programs
- Coordinate, organize and build team work
- Understanding of Grants and Workscopes
- Shall maintain a valid New Mexico driver's license during employment

#### **Preferred Qualifications:**

- Must work towards gaining their Certified Prevention Specialist Certification within 45 days thru the State of New Mexico and obtain Certification within two (2) years
- Prevention Specialist Internship Certification or Prevention Specialist Certification must obtain Certification within two (2) years
- Must apply for a CYFD (Children Youth and Families Department) Clearance
- Raises awareness of alcohol issues, problems, and solutions, on the public agenda
- Provides media advocacy, a vehicle for high visibility community response, highlight project successes demonstrate community support and promote positive policy change
- Facilitate evidence based programming
- Demonstrate initiative and ability to work independently
- Successful completion of a thorough background investigation
- Ability to work with "at risk" youth that are and/or can have aggressive behaviors

#### **Knowledge, Skills and Abilities:**

- Must be able to follow written instructions
- Must be able and willing to travel



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- Must be willing to cross-train within the department
- Must be able to maintain regular and reliable attendance
- Must be able to work non-traditional hours
- Ability to maintain confidentiality
- Ability to handle multiple tasks and meet deadlines
- Ability to communicate effectively, both verbally and in writing

#### **Physical Demands:**

While performing the duties of this job, the employee routinely sits, stands, walks, talks and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to fifty (50) pounds. If an item is above fifty (50) pounds in weight then two or more County staff members will team up to lift the object.

#### **Work Environment/Conditions:**

Work is performed in a professional office environment with a moderate noise level, and occasionally working under stressful conditions, possibly and for extended periods of time. This position is routinely exposed to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Evening, holiday, and weekend work outside of normal business hours "may" be required as well as travel and attendance at meetings.

The employee may also need to go outside in all kinds of weather and travel to various locations. Evening, holiday, and weekend work outside of normal business hours may be required as well as travel and attendance at meetings. Must be available to provide customer support.

Possibility of working outdoors under various temperature conditions depending on the season and/or weather along with a percentage spent indoors under normal temperature conditions. The work surface is a normal concrete/asphalt and natural ground and when indoors surface is carpeted, tiled, and concrete.

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**County position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:**

- Demonstrate regular and reliable attendance
- Work well with others and participate fully in a team-oriented environment
- Interface with other employees and customers in a courteous and respectful manner
- Project positive support of their department and all county organizations at all times
- Maintain and enhance the county's commitment to customer service excellence

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Working Conditions for individual positions in this classification will vary based on each departments' utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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### **Conditions of Employment:**

Successful completion of thorough background investigation. Must pass a pre-employment drug screening and MVD check. Employees must comply with the safety guidelines of the county and follow the HIPPA Guidelines Manual - Policies and Procedures. Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within (30) days of the date of hire as a condition of continued employment.

**Please send an e-mail with your Letter of Interest,  
Resume and Job Application to:**

**[JobApplications@rio-arriba.org](mailto:JobApplications@rio-arriba.org)**

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*P.O. Box 127 \* Tierra Amarilla, New Mexico 87575 \* Phone (575) 588-7254 \* Fax (575) 588-7810*

*Espanola Annex \* 1122 Industrial Park Road \* Espanola, New Mexico 87532 \* Phone (505) 753-2992 \* Fax (505) 753-9397*

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