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**KENNETH YOUNG CENTER
HUMAN RESOURCES**

POSITION DESCRIPTION & POSTING

**SUBSTANCE ABUSE PREVENTION PROGRAM (SAP)
PROJECT ASSOCIATE**

POSITIVE YOUTH DEVELOPMENT

Job Scope: Provision of substance use prevention services (alcohol and non-medical use of prescription drugs) for 8th – 12th graders in accordance with the conditions and terms set forth by the Illinois Department of Human Services' (IDHS) Substance Abuse Prevention Program (SAP).

Essential Functions: The work environment characteristics, responsibilities, and competencies described here are representative of those an employee encounters and is required to perform while meeting the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I. Project Lead Responsibilities

- A. Work within the designated service area to provide substance abuse prevention services in accordance with IDHS approved site plan.
- B. Work with 9th – 12th grade youth to convene monthly Youth Advisory Council
- C. Work with the Communities for Positive Youth Development Coalition to address the priority substances.
- D. Recruit and assist schools in administering the Illinois Youth Survey
- E. Provide the following prevention activities/strategies: Youth Prevention Education, Prescription Drug-Take-Back promotion, community engagement, and two Communication Campaigns. Delivery must be in accordance with standards set by IDHS.
- F. Strengthen and maintain cooperative working relationships with local schools, police and other community partners in the service area.
- G. Provide consultation related to evidence-based practices in prevention as defined by IDHS and the Substance Abuse and Mental Health Services Administration (SAMHSA) to schools and/or organizations in the service area.
- H. Participate in IDHS required meetings and/or trainings.
- I. Meet with supervisor as scheduled.
- J. Work collaboratively with program team to plan and organize events.
- K. Other job-related duties as assigned.

II. Reporting Requirements

- A. Participate in process and outcome evaluation services provided by the IDHS or its provider(s).
- B. Report data regarding services in accordance with the IDHS on a quarterly basis.
- C. Maintain process evaluation data (e.g. rosters, agendas, meeting minutes, etc.) related to the delivery of services that verifies information shared in reports established by IDHS.
- D. Submit reports requested by IDHS and/or its contractor (e.g. annual report, Illinois Youth Survey recruitment updates, sub-committee development updates, etc.).

III. Individual Performance Responsibilities

- A. Provide substance abuse prevention services outlined in approved IDHS Community Service Agreement and/or work plan.
- B. Participate in supervision, and seek individual consultation with supervisor.
- C. Participate in Positive Youth Development Program staff planning, service coordination, and practice development and quality assurance.

IV. General Competencies

- A. Promote positive image of KYC with all contacts (community partners, etc.)
- B. Produce high quality work in a fast paced environment
- C. Be a productive member of the staff
- D. Demonstrate cooperation
- E. Take initiative to act on own
- F. Use excellent judgment
- G. Communicate clearly
- H. Make use of supervision
- I. Contribute to development of a culture of care

V. Core Competencies

- A. Ability to interact with community partners (e.g. school administrators and elected officials) in a professional manner.
- B. Ability to work effectively and cooperatively in a team setting.
- C. Ability to demonstrate cultural competency in working with diverse populations, including, but not limited to persons of various socioeconomic statuses, religions, race, ethnicity, LGBTQ+ individuals, youth, and other cultural characteristics.
- D. Ability to plan, adhere and monitor a program budget.

VI. Special Competencies

- A. Knowledge of youth substance abuse prevention strategies
- B. Knowledge of facilitating a youth leadership council
- C. Ability to facilitate youth prevention education with 7th – 12th graders in a classroom setting

VII. Work Environment

- A. This job operates in a professional office environment and in schools. This role routinely uses standard office equipment such as laptop computers, phones, photocopiers, scanners, audiovisual equipment, and fax machines.
- B. While conducting external KYC business or traveling between sites, the employee may be exposed to fumes or airborne particles as well as changing weather and road conditions.

VIII. Physical Demands

- A. Employee is occasionally required to carry, move, or transport program materials, audiovisual equipment or other objects weighing as much as 25lbs while conducting youth and community programs.

IX. Travel

- A. Have a valid driver's license, access to reliable transportation, and proof of insurance.
- B. While performing the duties of this position, the employee will travel by automobile and is exposed to changing weather and road conditions.
- C. The employee is required to travel by automobile to and from Schaumburg and Elk Grove Township office locations several times monthly as well as occasional meetings/trainings in and around KYC's catchment area (Schaumburg, Hoffman Estates, and Palatine).
- D. Employee is required to travel to statewide meetings and trainings in Chicago, Springfield, Bloomington, and/or Joliet (sometimes requiring overnight travel).
- E. Some out-of-state travel to national trainings may be required.
- F. Approximately 50% of employee's time is spent traveling within the service area and include some nights and weekend community and/or Youth Advisory Council meetings.

X. Minimum Position Requirements

- A. Bachelors Degree in social services, education, psychology, public health or related field required.
- B. Experience working with adolescents preferred.
- C. Experience using Microsoft products.

XI. Chain of Authority

- A. Reports to the Manager of Positive Youth Development Program

XII. Schedule

- A. Full-time, non-exempt, 37.5 hour work week
- B. Must have flexibility to work some evening and/or weekends.
- C. Time keeping of accurate record of hours worked in the electronic timekeeping system (on a daily basis, when possible) in accordance with the timekeeping policy and practice.

Kenneth Young Center is an Equal Opportunity Employer