

CASA GRANDE ALLIANCE JOB DESCRIPTION

Job Title:	Prevention Assistant		
Category:	Para-Professional		
Reports to:	Executive Director		
Approved by:	Executive Director		Date: 1/16/18

Summary: Responsible for the support and implementation of prevention activities.

Essential Duties and Responsibilities:

1. Works with the Executive Director, Prevention Manager, and/or program staff to implement prevention activities, community events, and produce materials such as newsletters/brochures/flyers, social media, and web-based communications.
2. Provides prevention education and awareness to the public, including participating in community events. Must be able to lift and carry 30 lbs.
3. Keeps informed of new practices, procedures and policies, and community issues pertinent to the organization.
4. Performs a variety of secretarial, office management, and receptionist duties as needed. Compiles and manages data. Maintains records, both electronic and hard copy.
5. Responds to public inquiries regarding agency services and prevention information.
6. Must have, or obtain, an Arizona DPS Fingerprint Clearance card (based on ADHS guidelines) within 60 days of hire. May be subject to additional investigations such as driving record, criminal history and background check.
7. Must have reliable transportation and maintain adequate automobile insurance coverage. May be required to transport community members or youth as part of community activities or events.
8. Other duties as assigned.

Education/Experience/Competencies: AA Degree or HS diploma with a combination of education and experience that adequately prepares the individual for the position. Business English, spelling, punctuation, and grammatical usage. Filing and record keeping. Ability to represent the organization in a professional and appropriate manner. Follow written and verbal instructions. Communicate effectively verbally and in writing. Establish and maintain effective working relationships with employees, other agencies, and the public, especially with youth and families.

Preferred Special Competencies: Prevention field, community mobilization, health education, cultural competence, substance abuse treatment and recovery. Knowledge of service area.

Language Skills: Bilingual in Spanish and English encouraged.

Computer Skills: Exhibit knowledge and skills with Microsoft Office computer programs (*i.e.* Word, Power Point, Excel, etc.)

Director signature	Employee Signature
date	date