FAMILY RESOURCES
JOB DESCRIPTION

Job Title: Prevention Specialist
Job Class: Non-Exempt, Pay Grade 6
Location: Hill District
Reports to: Program Supervisor

ESSENTIAL JOB FUNCTIONS:
• Engage and recruit appropriate clients for program and promote involvement of fathers and men in communities and within families
• Collect and record information for assessing program intake referrals and complete records and reports as required by program or assigned
• Plan and facilitate parent education classes, center based programming, and support groups
• Serve as a resource to families by linking them to other health and social services as needed

JOB QUALIFICATIONS:
• Bachelor’s Degree;
• Demonstrate understanding of the Nurturing Parent Program values and constructs;
• Ability to co-facilitate a group Nurturing Course;
• Ability to use lessons from the Nurturing Parenting Program in-home.
• Demonstrate the ability to accurately use the Ages and Stages Developmental Assessment with children and make appropriate early intervention referral when necessary;
• Successfully recruit families to maintain required caseload of not more than 25 families.
• Reliable transportation and a valid Driver’s License
• Ability to work a flexible schedule, which may include evenings and weekends as needed;

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:
• Physical Demands: Medium exerting up to 50 lbs. of force occasionally and/or up to 20 lbs. of force frequently;
• Maximum lifting/carrying of 50 lbs. occasionally and lifting/carrying 20 lbs. frequently.
• Considerable sitting (0-2 hours at a time, for 2-4 hours per day); walking and standing (0-2 hours at a time for 1-2 hours per day); driving (0-2 hours at a time, for 0-3 hours per day
- **Working conditions:** Inside (75%+) Home or Office environment;
- **Sensory abilities:** Speaking, Hearing, and Seeing;
- **Temperament Requirements:** Direction, Control, Planning; Feeling, Ideas, Facts; Influencing; Sensory or Judgmental Criteria; Measurable or Verifiable Criteria; Set limits, Tolerances, Standards; Interpersonal skills.

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**TOOLS/EQUIPMENT:**
Computer, telephone, office equipment.

The above statement reflects the general details considered necessary to describe the essential functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

Signature: ________________________________ Date: ________________________________