POSITION TITLE: Prevention Liaison, 2017
PAP CODE: S-6
FLSA STATUS: Non-Exempt
FTE: Casual
POSITION REPORTS TO: Manager of SAP/Prevention, Children and Family Services
DEPARTMENT: Children & Family Services
SUPERVISES: N/A

WORK SCHEDULE: The normal work week for this position is scheduled during school hours Monday through Friday, up to 28 hours per week. Occasional evening and weekend hours will be required for school and community events, including postvention services. Changes and/or additional hours must be pre-approved by direct supervisor. The schedule is designed to meet program, school and consumer needs.

DESCRIPTION OF ESSENTIAL RESPONSIBILITIES AND DUTIES:

- Provides prevention services and follows guidelines in accordance with Letters of Agreement between TCV, school district representatives and Allegheny County of behavioral health.
- SAP Liaison Duties: Performs duties of core team consultation, prescreening interviews and parental follow-up. Provides linkage and referrals to appropriate mental health, drug & alcohol, educational, or other community services.
- Conducts prescreening interviews utilizing the Child and Adolescent Needs and Strengths (CANS) assessment within 1 week of receiving signed parental consent
- Provides ongoing feedback to SAP core team and appropriate school staff.
- Facilitates groups within the schools as well as in the community as needed utilizing evidence based curriculums. Planning time for group limited to one hour per week.
- Provides mental health and substance abuse education at health fairs, open houses and other community events as assigned by supervisor.
- Assists with crisis intervention/postvention services in the schools and community
- Accurately collects and enters data into required reporting systems and completes all necessary reports within established timeframes
- Provides superior customer service by being flexible, professional and responsive to the needs of the school and students
- May provide floating coverage at other schools, as needed
- Develops strong working relationships with schools through respectful communication and accountability
- Provides excellent customer service including punctual and consistent attendance at school meetings and events and prompt responses to emails and phone calls
- Maintains ongoing collaboration with other human services providers with appropriate consent
- Completes other duties as assigned or required
- Performs duties in a professional manner, in accordance with the Agency’s Mission, Vision, and Values.

May be exposed to communicable diseases. Work is performed both indoors and outdoors within a professional office/school environment and within the community. Some community events and camp activities will occur outdoors.

KNOWLEDGE, SKILLS AND ABILITIES:
Advanced knowledge of prevention techniques, methods and curricula; intermediate knowledge of elementary, middle and secondary students and adult learners; basic knowledge of signs, symptoms and indicators of the need for more intensive interventions. Ability to engage audiences, develop skills and promote change; to obtain certification(s) as needed; to facilitate appropriate linkages to treatment; to collaborate on program planning and development; to establish and maintain effective working relationships with schools, other professionals and the general public; to accurately document activities and submit timely reports in accordance with policies and procedures and regulations and requirements; to communicate effectively both orally and in writing, and to use proprietary and other software. Ability to make all decisions within the guide of the Agency’s Mission, Vision and Values.

If interested please send resume to Michelle Wangler at mwangler@tcv.net by December 11, 2017. EMPLOYEES MAKING A REFERRAL MUST SEND RESUME ALONG WITH REFERRAL FORM DIRECTLY TO HUMAN RESOURCES.

TCV Community Services considers applicants for employment without regard to, and does not discriminate on the basis of, gender, race, protected veteran status, disability, or any other legally protected status.