



**CASPER-NATRONA
COUNTY HEALTH DEPARTMENT**

475 S. Spruce St
Casper, WY 82601
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www.casperpublichealth.org

Job Announcement:

Job Title: Community Prevention Specialist
Opening Date: August 9, 2018
Closing Date: Open until filled
Salary: \$38,472-\$49,908 (commensurate with experience)
Job Type: Full-time, Non-exempt
Location: Casper, Wyoming

Position Description:

The Community Prevention Specialist is salaried and benefited as defined in the Casper-Natrona County Health Department's Personnel Handbook. This individual will be responsible for promoting evidence-based, environmental strategies for the prevention of use/abuse of alcohol, tobacco, and other drugs and for prevention of suicide. Prevention categories include adult binge drinking prevention, underage alcohol use prevention, prevention of misuse/abuse of prescription drugs and opioids, prevention of use/misuse/abuse of other drugs, and suicide prevention. Our health department serves the Natrona County community by promoting healthy behaviors and serves as a resource for current and reliable health information.

The Community Prevention Specialist will assist with planning, developing, implementing, and administering substance abuse and suicide prevention services and activities based on community health needs. Works with local, state, and federal agencies as well as private and community entities in coordination of prevention activities. Assures compliance with all local, state, federal program requirements and regulations.

Specific Duties and Functions

Prevention Activities

- Identify various evidence-based, environmental strategies for the prevention of use/abuse of alcohol, tobacco, and other drugs and for the prevention of suicide.
- Become certified as prevention professional through Wyoming Department of Health or other agency-approved credentialing organization.
- Must complete Wyoming Department of Health Substance Abuse Prevention Specialist Training within six (6) months of hire.
- Work with other program staff and community stakeholders to conduct a community prioritization process to identify the primary causal areas affecting underage alcohol use, adult binge drinking, opioid prescription drug abuse, and other drug abuse.
- Work with local and statewide coalitions to create and implement data-driven strategic plans around substance abuse and suicide prevention
- Research and utilize evidence-based prevention strategies.
- Recruit local stakeholders into prevention and wellness coalitions.
- Educate local stakeholders about substance abuse prevention alcohol, tobacco, and other drugs, and about suicide prevention.
- Organize and facilitate meetings.
- Educate community by working with media outlets including radio, newspaper, television and social media/internet.
- Maintain consistent and effective communication with all CNCHD team members and external stakeholders as needed to fulfill essential functions.
- Attend mandatory trainings and events.
- Cooperate with Wyoming Survey and Analysis Center and other data collection and analysis entities for community resource documentation and other evaluation-related documentation.

Quality Improvement

- Oversees and ensures accurate data input and utilization of all mandatory reports.
- Reads and interprets reports; shares with team, program manager, Executive Director, and other department management.
- Ensures implementation of quality improvement strategies.

Reporting:

- Reports to CNCHD Community Prevention Program Manager.

Knowledge, Skills and Abilities

- Ability to maintain relationships based on trust, support, and growth with team colleagues, administrative staff, and community partners.
- Ability to evaluate the relevance and importance of theories, concepts, and principles and developing different approaches or plans to fit specific circumstances.

- Independent judgment, personal discretion, and resourcefulness are needed to interpret and apply guidelines.
- Ability to communicate with other employees and the general public
- Ability to handle difficult clients.
- Maintain and foster a positive and open work environment is an expectation at all times.
- Proficient computer skills.
- Ability to perform a variety of clerical work, including filing and bookkeeping tasks.
- Ability to work on own initiative with minimum of supervision.
- Ability to follow written and oral instructions.
- Ability to apply administrative practices and procedures.
- Possess problem solving and planning skills.
- Ability to adapt to change, take initiative, and be creative.
- Ability to read and interpret documents
- Ability to write routine reports and correspondence
- Ability to develop marketing/media materials
- Ability to interact respectfully with diverse cultural and socio-economic populations.
- Strong computer skills with proficiencies in Outlook, Word, PowerPoint, Excel, internet-based applications and the Microsoft operating system.
- Ability to travel with use of department vehicle.
- Must possess a valid driver's license.
- Ability to work some weekend and evening hours.

Minimum Qualifications:

- Bachelor's Degree from accredited university.
- Reliable, self-directed, and detail oriented.
- Strong organizational and program management skills
- Excellent written and verbal communication skills.
- Successfully completing medical evaluation on hire
- Successfully completing immunization review on hire
- Successfully completing drug screening on hire
- Successfully completing Background and Central Registry Check
- Possess a valid State of Wyoming driver's license

Preferred Qualifications:

- Baccalaureate Degree or higher in health education, nursing, public health, or related field.
- Experience with public health, behavioral health, or prevention programs a plus.

ADA Essential Requirements:

- Vision adequate for daily work, corrected vision of 20/40- on the Sneller scale.
- Hearing adequate for daily work corrected hearing of 30 decibels on the 1000, 2000 frequency scale.

- Must have the ability to lift twenty pounds from floor to waist level.
- Operate vehicle for travel in conducting work requirements in a variety of settings.
- Reasonable accommodations will be addressed, based on the Position Description.

Potential Hazards Includes:

- Use of vehicles/or equipment.
- Variety of environmental conditions at work sites.
- Injury due to awkward positions, and prolonged computer work.
- Exposure to chemical agents, to include reagents, sanitizers and other chemicals that may be associated with routine and incidental assignments.

Performs Other Duties as Assigned

The above statements describe the general duties, which constitute the work of this position and shall not be considered a detailed description of all the work requirements inherent to this position.

How to Apply:

Interested applicants must submit a letter of intent and resume or curriculum vitae to the Casper Natrona County Health Department. Please submit your letter of intent and resume/CV electronically via email:

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