

COMMUNITY OF CARING AND PREVENTION/INTERVENTION PROGRAM ASSISTANT

DEFINITION

Under direction to coordinate, assist and provide the Sacramento City Unified School District (SCUSD) in the implementation and evaluation of the tobacco and other substance abuse prevention and intervention programs and projects.

EXAMPLES OF DUTIES

Act as a liaison between the schools, prevention/intervention agencies, the school community, and the SCUSD evaluation department; develop needed cessation program toward decreasing tobacco and other substance abuse; coordinate with Prevention/Intervention director, Health Services coordinator, and other district staff to implement programs and services, including Student Assistance Programs (SAP); arrange training and curricula for prevention or cessation of tobacco and other substance abuse in elementary, middle and high schools, as well as for faculty and parents; coordinate with designated tobacco, alcohol and other program specialists, smoking cessation training and monitor statistics on participation and goal achievement; do other work as required and cooperate with SCUSD evaluation office and the Sacramento County Office of Education on statistics and accountability; gather data on alcohol and other drug related programs as required; organize SAP programs and cooperate with existing SAP teams on implementing/strengthening assistance programs; communicate with school sites through Prevention/Intervention Center monthly newsletter; coordinate with existing school programs, such as Community of Caring and Quest; attend Prevention/Intervention Center Advisory Board meetings and other board meetings as directed.

MINIMUM QUALIFICATIONS

Knowledge of:

Familiarity with Sacramento neighborhoods and issues, especially as they pertain to substance abuse, gang activity, and other "at-risk" behaviors.

and

Experience:

Experience in the field of values education and substance abuse prevention and intervention programs;
Experience in prevention/intervention of substance abuse program or values education programs with children ages 3-18 years. The experience must include organizing and implementing creative and effective programs;
Working with diverse constituencies: establishing rapport, confidence, and trust with colleagues, parents, students, district personnel, community members, and outside agencies;
Preparing clear and concise reports;
Organizing and conducting presentations/programs/projects/training involving students, district personnel, and outside agencies/groups;
Working with community and community agencies;
Working with diverse cultures is mandatory (bilingual ability will be considered a strong asset).

and

Education:

A bachelor's degree from an approved institution is required.