



Job Description

Avance

Mental Health Program; Prevention Program Staff

The Program Staff works in schools and community settings to facilitate substance abuse prevention services through education, alternative activities, and referrals. This position will follow and implement the chosen and approved curriculum in grade schools (in school and after school) as well as summer programming. This position works directly in the schools and with families to teach and provide support.

This position will work with the Program Supervisor who will oversee the activities and curriculum on a routine basis.

Qualifications:

- At least 18 years old
- A high school diploma or GED
- Preferred: Prevention/Mental Health Training and/or background experience
- Two or more years experience working in a community based setting
- Bilingual (Spanish and English)
- Can maintain confidentiality at all times
- Can use Microsoft Suite and Google (Email, Drives)
- Ability to work independently
- Comfortable teaching/working with students on prevention topics both in classroom and out of classroom
- Strong phone and communicative skills (verbal and written)
- Ability to adapt and solve problems
- Can take direction and open to curriculum suggestions
- Must have reliable transportation for different program settings as well as obtaining supplies

Position Responsibilities:

- Implement and teach evidence-based prevention strategies to prevent or delay the occurrence of mental health and substance use among grade school students by following the chosen curriculum
- Responsible for the purchase of program supplies and financial management of the grant guidelines
- Prepare and clean up program area and supplies

- Foster strong relationships with program participants, the school staff and/or parents/caretakers
- Assist in the collection and maintenance of records and reporting per the grant guidelines
- Cooperatively work with other staff, volunteers, and interns to ensure an effective program
- Provide information and referrals for youth and parents to other community organizations as needed.
- Serve as a resource to school personnel and community members on issues related to the program and organization
- Attend SQACC staff meetings, answer phone calls, support a clean office, and welcome community members
- Support and assist with SQACC major events including community events and fundraisers
- Other duties as assigned

This job description is not intended to be and should not be construed as an all-inclusive list of the responsibilities, skills, or working conditions associated with the position.

Reports to and works closely with: Prevention Program Coordinator

Hours: 20 Hrs per week Pay Range: \$17.00 per hour

For questions, please email eod.sqacc@gmail.com, no phone calls please. Please email a cover letter and resume to eod.sqacc@gmail.com / The position will remain open until filled.

Are we a good fit for you?

We are a small team of 5 that are spread throughout our properties. We like to brainstorm, share ideas, talk and laugh. We can be a fast-paced environment with staff in and out of the office. Since we are a small team, we each have our primary job duties, but help each other when needed. We have an open office set up with lots of color, plants, and art. We have a diverse board who offer a variety of expertise.

Avance is a new grant/program, focused on Mental Health and Prevention of alcohol and substance abused. The program will be both in schools (during designated class periods), after school as well as hosted in the summer. For the first year this program will focus on grade school students and their families. Our priority is to offer a Latino focused, bilingual and bicultural program. As staff become confident with the program we are excited to integrate other SQACC areas such as art, agriculture and cuisine into the prevention activities and themes.