

Community Healing Centers

Prevention Associate / Full Time

Summary

The Prevention Associate works closely with the Prevention Specialist. He/she will assist with Prevention related activities, community outreach, group facilitation, office and other duties as assigned. Also, he/she will perform community Outreach, provide advocacy information, referrals and group facilitation on site as needed for the STREET Program.

- Participate in training provided by Prevention Specialist.
- Must obtain CPS certification within 2 years as required by Southwest Michigan Behavioral Health.
- Assist with Prevention Program planning and coordination.
- Assist with consultation regarding ATOD's to community agencies and groups or individuals and their families.
- Assist with program services and implementation in conjunction with Prevention Specialist as it relates to projects and activities.
- Co-facilitate two (2) Family and Friends group sessions in preparation of facilitating in the unavailability of Prevention Specialist.
- Co-facilitate at least one (1) group session at all prevention sites.
- Facilitate evidence based programs at assigned locations in Kalamazoo region.
- Participate in Task Force activities as assigned.
- Familiarize with area resources and increase knowledge on prevention, treatment and mental health services in the Kalamazoo Region.
- Disseminate literature in the areas of addictive chemicals and its effects on the individual and their families.
- Maintain a nurturing working relationship with all agency programs, co-workers and community partners.
- Keep accurate records as it relates to direct contacts and mileage as needed for reporting records, pre/post test data entry for all sites, survey's etc.
- Adhere to confidentiality and personnel policies.
- Must be a strong advocate and provide some leadership in day to day operations of the STREET Program.
- Be actively involved in the Kyd Network cohort.
- Assist with performing enrollment as teens enter the program, (case management, assessments and crisis intervention will be provided by CHC Child and Adolescent Program Therapists)
- Will communicate and work closely with Therapist regarding new enrollments, and by providing him/her with monthly sign in sheets for billing.
- Partner with Boys and Girls Club to provide recreational activities and incentives.
- Assist with establishing a Steering Committee of 6-8 people to monitor and assess program activities. Participate on Steering Committee.
- Nurture and maintain healthy relationships with other community affiliations.
- Advocate for, link, coordinate, and monitor participant needs with appropriate agencies and community program involvement.
- Participate in multi-disciplinary teams as required to assess, plan, and review the needs of teens as assigned.
- Provide transportation, as deemed necessary, on a limited basis.

- Maintain a valid driver's license clear of any incidents or suspensions within a 2 year period.
- Complete Metro's transportation training and become certified to drive Metro buses.
- Maintain required documentation and record services in an accurate and timely manner as required by regulating entities, accreditation organizations, and management.
- Participate in continuous quality improvement efforts as defined by the accrediting or regulating entities.
- Maintain positive working relationships with parents and community residents.

This position will be knowledgeable about and actively support 1) culturally competent, recovery based practices, 2) person centered planning as a shared decision making process with the individual, who defines his or her own life goals and is assisted in developing a unique path toward those goals and 3) a trauma informed culture to aid consumers in their recovery process.

Position Type/Expected Hours of Work

This is a full-time position, and core hours of work and days are Monday through Friday, 9:00 a.m. to 6 p.m. Additionally, this position regularly requires long hours and frequent weekend work.

Travel

Must have a vehicle; travel is primarily local during the business day, although some out-of-area and overnight travel may be expected for training purposes.

Required Education and Experience

Experience with program development and implementation, coordination of services, knowledge of community resources and public relations skills. Some education experience in teaching or group facilitation.

Preferred Education and Experience

Bachelor's degree preferred with experience in community outreach, public speaking and substance abuse education. Cultural competence and program development a plus.

Additional Eligibility Qualifications

Demonstrate knowledge and skills in developmental needs/process with youth and adults. Have the ability to establish and maintain an effective working relationship with individuals, families, and community representatives. Diversity skills are essential.

To apply for this position, please email cover letter and resume to hr@chcmi.org or mail to:

**Community Healing Centers
Attn: Human Resources
2615 Stadium Drive
Kalamazoo, MI 49008**

