

Organization: **Youth & Family Services (YFS)**

Department: **Counseling Center (CC)**

Position: **Community Prevention Specialist**

Status: **Full-Time**

Reports to: **WPRC Coordinator**

Location: **Rapid City, SD**

Work Schedule:

Work Days: **Monday through Friday**

Hours/Week: **40**

Non-smoking work environment. Wage DOEQ. E.O.E.

Benefits: YFS strives to provide its employees with top-quality benefits. YFS employees in a full-time status are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, and more!

Minimum Qualifications: Bachelor's degree (completed or actively working towards) in behavioral science or a related field (Certified Prevention Specialist is preferred). Demonstrated history of leadership and dependability. Demonstrated history of success leading workgroups, coalitions, task forces or other diverse groups. Demonstrable history of effectively and efficiently communicating verbally and in writing with diverse youth and adult audiences. Ability to demonstrate highly competent computer skills which includes proficiency in using Microsoft Word, Excel and Outlook. Experience using Canva is a plus. Willingness to travel and maintain a flexible work schedule. Ability to maintain confidentiality. Current vehicle liability insurance and a valid driver's license required. TB test required.

Essential Functions:

- With a focus upon the WPRC designated catchment, build and maintain highly functional relationships with persons and organizations for the purpose of promoting community wellness, reducing substance abuse and reducing factors which contribute to suicide.
- Assist the Western Prevention Resource Center (WPRC) Coordinator in carrying out the duties and responsibilities set forth in all applicable funding contracts which includes but is not limited to providing services and reporting collected data.
- Assist the WPRC Coordinator in carrying out tasks and duties as assigned by State agencies.
- Attend meetings and training, as required.
- Routinely travel throughout the catchment area, less frequently to other parts of the state and rarely to other parts of country (to include overnight).
- Provide professional and timely responses to requests for services and information.
- Provide training, technical assistance, and education to youth and adults in both individual and group settings, including traditional and non-traditional classrooms, large-scale conference venues, and small workgroups, task forces, and community coalitions.
- Demonstrate reliability and dependability which includes but is not limited to following through with commitments, arriving prepared and on time and being accurate and factual.
- Promote and employ established best practices associated with the services and mission of the WPRC and the Prevention field.
- Develop and maintain the ability to refer persons in need to appropriate services.
- Seek and develop opportunities to expand the number and kind of services provided by the WPRC as well as increase the number of persons impacted by the WPRC.

Additional Functions: Perform additional duties as assigned by supervisor. Act in accordance with purpose, philosophy, values, goals, policies, and procedures of YFS. Promote and support all YFS programs and services.

Environmental Functions: Perform duties in a controlled office environment. Ability to lift up to 25 lbs. Ability to sit and stand for extended periods. Safely operate a motor vehicle.

How to Apply: For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: <http://www.youthandfamilyservices.org/careers/>. Please note that resume only will not be accepted.

How to Submit Application:

By email: yfshr@youthandfamilyservices.org

In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702

Other location: One Stop Career Center

Any questions? Call our HR Team at 605-342-4195!