PREVENTION SPECIALIST

Definition: Under the supervision of the ElderVention Director of Behavioral Health, the Prevention Specialist performs a variety of duties and activities designed to support the older adult through prevention services.

I. MAJOR DUTIES

A. Provide educational presentations to seniors and other community members.
B. Participate with community coalitions and organizations advocating for mental health services for older adults.
C. Complete all service documentation in a timely manner.
D. Participate in Public Information and marketing activities.

II. OTHER DUTIES

A. Attend staff and community meetings
B. Participate in training programs for aging services professionals
C. Assist in developing and maintaining monthly, quarterly, and annual reports and in maintaining and expanding a computerized data base
D. Perform in a manner that is supportive to the cultural needs of the population(s) served by the program or service.
F. Perform other duties as assigned by the ElderVention Director of Behavioral Health

III. QUALIFICATIONS

Required: Bachelor’s degree in Social Work, Psychology, Counseling, or related field. Relevant social service experience may substitute for degree. Previous experience in behavioral health prevention services. Reliable transportation with valid Arizona Driver’s License and current vehicle insurance. Experience working with older adults. Excellent computer skills and knowledge of Microsoft Office (Word, Excel, and PowerPoint). Applicant must appreciate the population's cultural and socioeconomic characteristics. Must have or able to obtain Level One Fingerprint Clearance Card.

Preferred: Previous experience in making educational presentations. Experience in providing public information and marketing services. Knowledge of behavioral health agencies and community resources for older adults. English/Spanish bilingual.

IV. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or
The employee regularly is required to stand, walk, sit, use hands/fingers; and reach with hands and arms. Generally speaking, 80% of the time involves driving to/from appointments; 50% of the time involves standing and walking; and 50% of the time involves sitting. The employee occasionally lifts and/or moves up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. It also requires manual dexterity in combination of eye/hand coordination. Work environment is subject to many interruptions, varying and unpredictable situations and time pressures related to multiple tasks.

The Area Agency on Aging, Region One is an equal opportunity provider and employer. It does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran.