



# Prevention Educator

## Drug Prevention Resources Dallas and Ellis County

**Summary:** The job duties of a prevention educator entail working to educate at-risk youth about substance abuse and other high-risk activities. Delivers activities and services with an emphasis on community-based prevention by planning and implementing programs to help young people in the target demographic to become mindful of substance abuse issues and teach them how to make alternative healthy choices.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Maintains accurate reports of daily activities and completes reports required by the agency and its funders.
- Ensure the program delivery meets the program guidelines established in the contract with the funding agency and the Policy and Procedure Manual of Drug Prevention Resources
- Attend all required meetings and trainings; those for DPR as well as the program funders
- Provide the Director of YP Programs with regular updates on programming, events, problems, progress, or ideas
- Contacts and networks with the surrounding communities and coalitions.
- Prepare and deliver the required curriculum to youth during the time established by the program location.
- Works closely with and serves as liaison with schools, churches, social organizations, and social service agencies
- Research, implement, plan, and evaluate all required alternative activities for youth and adults.
- Prepare and disseminate up-to-date information through presentations by using accredited sites or statistics.
- Must have excellent written and oral skills.
- Must have reliable transportation for purposes of program implementation
- Flexible hours are required. Some evening and weekend work will be required

### **QUALIFICATIONS:**

- A bachelor's degree in social work, education, health sciences, psychology, criminology, or related social services
- And/or 3 years' experience to include educating or teaching youth and families, working with youth and families with various ethnic backgrounds, and working within multiple program environments.
- Proficiency with Microsoft Office Suite required. Proficiency with tools such as Canva and Prezi preferred.
- Must have ability to become a Certified Prevention Specialist after 18 months of hire.



- The ability to work under pressure and relate to others in a positive manner.
- Ability to organize information, complete tasks in a timely manner, and identify problems and plan corrective actions.
- Ability to exercise initiative, assertiveness, and deal with others tactfully
- Communication skills, writing and speaking, are critical.
- Ability to lift boxes up to 30 pounds, possibly more

Because DPR's primary purpose is to serve the public, this position requires a cell phone to fulfill job responsibilities, such as being available off-hours, at meetings, during travel, or other business purposes.

**The position may require some travel, evening, and weekend events.**

If interested, reach out to Lucia De La Rosa [ldelarosa@drugfreegen.org](mailto:ldelarosa@drugfreegen.org)