

EOC

**Economic Opportunity Council of Suffolk, Inc.**

POSITION TITLE: **Prevention Specialist**

PROGRAM **Multiple Service Agency (MSA)**

REPORTS TO: **Prevention Service Coordinator**

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**MAJOR RESPONSIBILITIES**

Perform prevention and outreach activities as approved by the Director of Programs.

**DETAILED RESPONSIBILITIES**

1. Conduct on-going needs assessment including a review of the characteristics, statistics and data to develop or design services that are specific, sensitive and culturally relevant to the target population
2. Conduct and coordinate outreach to target population in the venues, neighborhoods or areas where they typically congregate.
3. Provide individual health education and risk reduction counseling to program clients/peers.
4. Facilitate health education and risk reduction counseling groups designed to assist clients with planning, achieving and maintaining behavior change.
5. Recruit, Train, and Supervise peer educators.
6. Conduct presentations/lectures in community group settings to increase awareness build general support for safe behavior, support personal risk-reduction efforts and/or provide general information about programs and available services.
7. Submit weekly program progress reporting and monthly narrative of program activities.
8. Other duties as assigned by Supervisory staff.

**QUALIFICATIONS:**

1. Computer knowledge, including but not limited to Windows, Microsoft Office.
2. Ability to read and write *English*.
3. Cultural sensitivity and the ability to relate/work with diverse groups, community agencies, school and the general public.
4. Willingness to work long days, evenings, and weekends.
5. Knowledge of HIV/AIDS, sensitive to ethnically, culturally, and sexually diverse communities.

❖ **REQUIRED Valid New York State Driver's License and have your own Insured Vehicle**

**EDUCATION/TRAINING/EXPERIENCE**

**Bachelor's Degree in Community Health Education or related field and 1 year experience and /or 3 to 4 years related field experience.**

**CATEGORY:**

**NON-EXEMPT**

Reviewed and Approved by Board 3/16/15

Date: \_\_\_\_\_

I have read and understand job discription. Employee Signature Required \_\_\_\_\_