

LEA COUNTY
POSITION SPECIFICATIONS

Position : DWI Preventionist
Department : DWI
Immediate Supervisor: DWI Program Coordinator
Salary Range : SCAS 17
FLSA Status : Non-exempt - eligible for overtime
Probationary Status : 12 months
Safety Sensitive : Yes

1.0 ESSENTIAL DUTIES:

1. Regular attendance is an essential function of this position.
2. Under the direction of the DWI Program Coordinator, coordinates with local school districts to plan, improve and implement prevention programs.
3. Develops cooperative working relationships with business owners and managers, school officials, medical service providers and employees with the goal of substance abuse prevention.
4. Reviews, provides training in, and implements approved curricula for substance abuse prevention for adults, youth and children. Develops and implements pre and post tests for audiences receiving prevention services. Tracks and compiles the results annually for Coordinator and other relevant parties.
5. Gives presentations on substance abuse prevention activities to local, state and national elected officials.
6. Develops substance abuse prevention plans; assists in planning, implementation and monitoring or prevention programming for the five County school districts; maintains cooperative relationships and gives administrative support when necessary.
7. Assists schools in developing, compiling and maintaining statistical reports of services offered to students.
8. Submits monthly reports to the Program Coordinator for incorporation in agency reports to state agencies.
9. Provides substance abuse prevention and general public relations promotional services to individuals and civic/non-profit organizations through community events and as a speaker at meetings.

10. Delivers intervention services for Minor in Possession of Alcohol offenders.
11. Is required to attend monthly DWI Advisory Council meetings and give oral reports on the month's activities, and attend such other meetings as may be required. May be required to take and prepare minutes of Advisory Council meetings.
12. Depending upon assignment, may be required to perform a variety of administrative/clerical and general office duties, which may include but are not limited to: opening and closing the office; answering telephones; handling incoming and outgoing mail and electronic communications; typing, copying and filing documents; typing correspondence.
13. The functions of the DWI Preventionist are not limited to those set forth above. The employee will perform such functions, duties or assignments as given by a supervisor, consistent with ability, background and expertise.

2.0 MINIMUM QUALIFICATIONS:

1. Education:

- High school diploma or GED required.
- Bachelor's Degree in social sciences or related field preferred.

2. Experience:

- Experience in community education and/or delivering program services preferred.
- Marketing and/or public relations experience required.

3. Certifications, Skills and Licenses:

- Ability to communicate orally and in writing in English.
- Valid New Mexico driver's license.
- Computer literacy required; knowledge of word processing and database management software strongly preferred.
- Certification in or the ability to become certified within one year in the "Protecting You/Protecting Me" prevention program.
- Certification as New Mexico Prevention Specialist must be completed within three years of hire.

- Knowledge of or ability to learn computer-assisted DWI prevention programs.
- Ability to comply with all HIPAA requirements.
- Good communications and public relations skills required.
- Bilingual (English/Spanish) helpful.

4. Physical Functions/Requirements:

The physical demands described here are representative and not necessarily exhaustive of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to sit for up to four hours at one time and up to eight hours total per day, with an opportunity to stand and walk intermittently throughout the day.
- Ability to crouch, kneel and/or bend as needed to perform essential duties.
- Ability to work with arms bent for up to four hours at one time and up to eight hours per day.
- Ability to push/pull with arms with a force of 5 lbs. periodically.
- Ability to lift items weighing up to 20 lbs. to waist level frequently and to eye level or overhead occasionally.
- Ability to grasp and manipulate objects as needed to perform essential duties such as writing; depressing buttons, switches and instrument keyboard components; and similar duties.
- Ability to travel for service delivery and training.

5. Mental Functions/Requirements:

- Must be able to understand and follow oral directions and instructions.
- Must be able to read, understand and follow written directions and instructions.
- Must be able to give oral and written directions and instructions.
- Must be able to read and understand such items as contracts, grants, project guidelines, court orders and similar documents.

- Must be able to write such items as letters, reports, offender evaluations and similar documents using proper format and grammar.
- Must be able to plan and direct own work activities as well as, occasionally, those of others in an efficient manner.
- Must be able to effectively safeguard confidential information.
- Must be able to use tact and courtesy in working with a wide range of individuals, including the public, often under tense circumstances.
- Must demonstrate sufficient and adequate mental and emotional stability in order to meet the rigors of a position requiring direct contact with offenders.

6. Other:

- Ability to perform essential duties and adapt to working conditions.
- No history of felony or misdemeanor criminal convictions involving moral turpitude, violence, distribution of controlled substances, or dishonesty.

3.0 WORKING CONDITIONS:

The work environment characteristics described here are representative but not necessarily exhaustive of those an employee encounters while performing the essential functions of this job.

1. Performs work mainly indoors.
2. Normally is not exposed to temperature extremes, noise factors, vibrations, except those associated with normal operation of office equipment or vehicle.
3. Works primarily on even carpeted or tiled surfaces which are normally dry. May on occasion be wet or slippery.
4. May be required to use stairs, elevator or escalator during performance of essential duties.
5. Work is primarily conducted during daylight hours; however, employee is subject to occasional call out.
6. May work alone with or without direction, or with one or more people in a select group. May on occasion work with a large group.
7. Will be exposed to normal driving hazards.

4.0 PRE-EMPLOYMENT REQUIREMENTS:

1. Interview; may involve an interview panel.
2. Criminal record check.
3. Driving record check.
4. General employment background check.
5. Alcohol/drug screen; positive results are disqualifying.

L.C.C. Approved: June 6, 2008
Revised: May 19, 2009

I hereby affirm that I have received a copy of the position specifications listed above; I acknowledge that it is my responsibility to familiarize myself with the duties and expectations of the position described.

Employee: _____ Date: _____

Witness: _____ Date: _____