



JOB POSTING DATE: March 21, 2018

Job Title: PREVENTION DEPARTMENT (Full Time)
Company Name: The Center for Prevention & Counseling
Address: Newton, NJ

Essential Job Functions:

- Prepare and present age appropriate, asset-based educational and skill building presentations, programs and curriculums in various settings throughout the community.
- Strengthening Families Program facilitator
- Develop marketing and media materials as it relates to prevention programs and campaigns
- Work cooperatively with project coordinators as it relates to community education
- Provide information, referral, technical assistance and consultation regarding health promotion and prevention
- Keep accurate and detailed records of presentation/curriculum data including process and outcome evaluation tools
- Represent CFPC at public forums, special events, health fairs as well as in meetings and on committees
- Create/maintain relationships with community stakeholders

Knowledge, Skills and Abilities:

- Foundation of ATOD knowledge regarding evidence-based prevention and treatment.
- Excellent verbal communication skills, including one-on-one, public speaking, and informative presentations.
- Excellent written communication skills including ability to contribute to newsletters.
- Ability to work well independently and as part of a team.
- Well organized, detail oriented and creative.

Minimum qualifications are:

- Bachelor's degree in a related field (Public Health, Community Health, Public Policy or Education).
- Foundation of ATOD knowledge regarding evidence-based prevention and treatment.
- CHES or CPS preferred or must be willing to pursue and obtain certification.
- Must be proficient in Microsoft Office applications (Word, Publisher, Power Point, Excel).

Please understand that phone calls will not be returned to applicants unless invited for an interview.

Please submit resume via email to:

Tina@centerforprevention.org

Tina Aue, CHES

Director of Prevention Services

Center for Prevention & Counseling