**Job Title**  
Prevention Specialist

**Employer/Agency**  
The Council on Recovery

**Job Description**  
Serve as youth prevention counselor, responsible for providing prevention services to residents of Houston, Harris County and surrounding areas. Reports to the Program Manager and interacts closely with other staff and community members in matters relating to daily operations.

- Provide alcohol and other drug abuse prevention services to youth and their family members residing in the Houston, Harris County, including drug education and information presentations as needed.
- Documents activities, follow-up questionnaires of program participants, and compiles monthly statistical reports on services provided.
- Respond to requests for information and makes appropriate referrals to community resources.
- Is available to provide prevention services 37.5 hours per week as assigned, adjusting schedule as needed to accommodate needs of community participants.
- Inventories and maintains program supplies.

**Qualifications**

- Bachelor’s degree in human services related discipline
- Facilitated groups of children
- Classroom management skills
- Bilingual (Spanish) preferred and culturally sensitive to the needs of the community
- LCDC certification and CI status will be considered on individual basis

**Personal Attributes**

- Exceptional communication skills both written and verbal.
- Punctual and accurate in submitting monthly statistical reports on services provided.
- Good decision making skills.
- Ability to work as a team member.
- Able to conduct himself/herself in a professional manner.

**Salary/Hours**

37.5+ Hours/week, includes some evening or occasional weekends

**Employer/Agency**
The Council on Recovery

**City, State, Zip**
Houston, TX

**Contact Person**
Juana Rodriguez

**Contact Title**
Human Resources Manager

**Telephone Number**
281-200-9321

**Email Address**
jrodriguez@councilonrecovery.org / hrdept@councilonrecovery.org

**Application Method**
https://recruiting.paylocity.com/Recruiting/Jobs/Details/359123

**Opening Date**
Immediate

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