

EMPLOYMENT HISTORY

Puget Sound Educational Service District

Prevention Coalition Student Assistance Specialist

Purpose Statement

The job of Prevention Coalition Student Assistance Specialist is done for the purpose/s of implementing and providing substance abuse prevention and intervention services to students in alignment with the County Prevention Initiative Coalition Strategic plan and in collaboration with assigned school districts' student assistance programs under the general direction of the Prevention Programs Supervisor and /or Director.

This job reports to Assigned Administrator

Application Due: For best consideration, submit complete application by Monday, 2/13/2017.

Anticipated Hire: ASAP

Salary Range: \$22.56 - \$26.16/hour. Salary offers consider candidate experience, qualifications and internal equity.

Position Location: Bethel S.D.

School Schedule: ~8 hours/day; ~185 days/year

Application Procedure

Selection Process

For more information contact: Human Resources

Reference Control Number: 170130001

Phone: 425.917.7600

Fax:

Email:

Essential Functions

- Assists in developing student assistance related policies at schools for the purpose of assuring best practice standards.
- Attends training meetings at PSESD and at placement assignment (school district) when viable for the purpose of providing staff development, and assessing program effectiveness.
- Conducts educational support groups for the purpose of reducing and/or mitigating substance abuse, mental health impacts and improving health and learning preparedness.
- Conducts home visits within program guidelines and according to Learning Support Services procedures for the purpose of assisting students and families with effective intervention supports.
- Conforms to the PSESD's Principles That Guide Our Culture for the purpose of 1) building trust, collaboration, and strong teams within the program and the Agency; and 2) providing exemplary service to external clients.
- Coordinates activities with the assigned school team and pertinent community partners for the purpose of identifying students struggling with substance abuse related issues and referring them to school and community-based services.

- Demonstrates skill in actively collaborating with a variety of partners in a manner that demonstrates awareness of the larger systemic issues and strategies related to student assistance programming for the purpose of furthering programmatic goals.
- Demonstrates initiative, confidence and skill in communications with key leaders in the school and community for the purpose of promoting partnership and program effectiveness.
- Develops and implements an identification and referral process for school staff, students, and parents for the purpose of providing substance abuse, mental health and/or drop-out reduction strategies and improving health and learning preparedness.
- Develops and implements prevention plans for the purpose of ensuring that all students are safe, healthy, supported, engaged, challenged and actively participating in their school experience.
- Facilitates school-based re-entry services for the purpose of re-engaging students in academic programming and improving health and learning preparedness.
- Maintains confidential program records and files; compiles and inputs data for the purpose of complying with funding requirements and maintaining best practices.
- Participates in program evaluation for the purpose of evaluating program effectiveness.
- Participates in meetings, workshops, and seminars for the purpose of conveying/gathering information required to perform job functions.
- Presents program components to students and teachers for the purpose of sharing resources that support substance abuse reduction and improve health and learning preparedness.
- Provides individual and family screening, referral, case management, consultation and skill building services within the student assistance framework for the purpose of delivering services in conformance to established guidelines.
- Provides school wide awareness (prevention) programs for staff, students, and parents for the purpose of reducing and/or mitigating substance abuse, mental health, physical health and drop-out.
- Provides staff development training on topics (e.g. tobacco, alcohol and other drug prevention or intervention, mental health, physical health and engagement strategies, etc.) for the purpose of sharing expertise and resources on prevention/intervention strategies and building team capacity.
- Provides standardized screening and referral information to students and parents participating in the prevention/intervention program for the purpose of assisting students with effective intervention support.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements:

Experience: Job related experience is required.

Education: Bachelors degree in job-related area.

Equivalency: AA Degree with job related experience PLUS CDPT credential; OR related BA or AA degree and ability to obtain Agency-Affiliated Counseling License.

Required Testing:

Certificates and Licenses

- f) Agency-Affiliated Counseling License
- b) Educational Staff Associate certified as a school counselor, psychologist, nurse, or social worker
- c) qualified drug or alcohol counselor
- d) licensed psychologist
- DSHS counselor or social worker

e) licensed children's mental health specialist
Meet WA State standards for prevention/intervention specialist, pursuant to RCW 28A.170.080 as defined as either: a) qualified or certified chemical dependency specialist
f) Ability to obtain Agency-Affiliated Counselor License
Clearances

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Salary Grade

C

The following policies have been adopted and are reflected in our employment practices:

PSESD is committed to non-discrimination in all aspects of its education programs and employment practices. The agency prohibits discrimination in all aspects of its education programs and employment practices against any employee, applicant, student, intern or volunteer because of sex, race, creed, color, national origin, language, immigrant, refugee, sexual orientation including gender expression or identity, pregnancy, marital status, religion, age, veteran or military status, physical, sensory, or mental disability or the use of a trained dog guide or service animal by a person with a disability. It is the policy of the Puget Sound Educational Service District (PSESD) to employ persons on the basis of experience, training and merit, and to provide equal access of agency facilities to designated youth groups.

PSESD celebrates a diverse workforce. PSESD provides equal opportunity in all terms and conditions of employment. We encourage all qualified persons, including members of protected groups under applicable state and federal law, to apply for our open positions. This organization complies with the Americans with Disabilities Act. Persons with disabilities who need assistance in the application process or need this announcement in an alternate format may call Human Resources at (425) 917.7600.

PSESD requires successful applicants to provide employment eligibility and verification of a legal right to work in the United States, in compliance with the Immigration Reform and Control Act.

Washington State law requires all personnel working in education to go through a state/federal criminal history background check. This process will be required of all new hires of PSESD.

No student shall be denied an equal educational opportunity or be unlawfully discriminated against because of national origin, race, religion, gender, pregnancy, marital status, sexual orientation including gender identity, or a physical, mental or sensory disability.

Puget Sound ESD complies with applicable federal, state, and local laws as may pertain thereto. The administrator for Human Resources and Organizational Development will serve as the compliance officer for this policy and also serves as the Title IX/RCW 28A.640 Officer and Section 504 Coordinator.

PSESD recognizes the importance of alternative work arrangements. Applications from two individuals wishing to share single position will be considered by the Agency. Job sharing assignments which are in the best interest of the Agency will be considered.