

<b>Job Title</b>	Bilingual Prevention Specialist
<b>Employer/ Agency</b>	Cenikor Foundation
<b>Job Description</b>	<p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p><b>Direct Services</b></p> <ol style="list-style-type: none"> <li>1. Traveling to schools in the Houston/Conroe area weekly. Mileage is reimbursed on a monthly basis.</li> <li>2. Provide substance use and misuse educational programs to youth grades 1-12 in school and community settings.</li> <li>3. Screen youth for curriculum education groups, and identify needs for referrals to outside agencies.</li> <li>4. Provide tobacco, alcohol and substance use awareness presentations for youth and adults through.</li> <li>5. National or State Campaigns-Red Ribbon Week, National Drug Facts Week and other similar events.</li> <li>6. Participate in program evaluation on an ongoing basis.</li> <li>7. Provide positive activities to youth and adults on health and wellness topics.</li> <li>8. Participate in community mobilization efforts through local health fairs, schools and at other events sponsored by local partners.</li> <li>9. Serve as a Cenikor representative to assigned schools and community partners.</li> <li>10. Establish and maintain positive professional relationships with schools and community partners.</li> </ol> <p><b>Administration</b></p> <ol style="list-style-type: none"> <li>1. Document and maintain program files according to federal, state, and Cenikor guidelines.</li> <li>2. Report on a monthly and quarterly basis HHSC program measures and curriculum outcomes for attainment of program goals.</li> <li>3. Attend and participate in Team meetings and supervision meetings with Prevention Manager.</li> <li>4. Maintain compliance with federal and state regulatory standards as well as contract standards and Cenikor policies and procedures.</li> <li>5. Maintain professional development as required by federal, and state guidelines to meet compliance regulations.</li> <li>6. Work closely with Sr. Prevention Manager to uphold the core principles of Cenikor's culture and create a positive working environment for all team members.</li> <li>7. Perform additional duties as assigned and consistent with the exempt functions as assigned in this job description.</li> </ol>
<b>Qualifications</b>	<p><b><u>Skills, Knowledge and Abilities:</u></b></p> <ul style="list-style-type: none"> <li>• Experienced and/or knowledgeable in providing educational programs to youth and adults.</li> <li>• Experienced in working with diverse population.</li> <li>• Excellent public speaker and customer service provider.</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent time management skills to meet aggressive deadlines and prioritize multiple tasks.</li> <li>• Effective communication and networking skills.</li> <li>• Knowledge of Microsoft Office software required, including MS Outlook calendar.</li> <li>• Ability to consistently uphold the Core Principles of Cenikor's Culture with all team members: <ul style="list-style-type: none"> <li>○ Demonstrate mission of service to our clients</li> <li>○ Positive, respectful communication with both staff and clients</li> <li>○ Demonstrate self-motivation and perseverance to achieve goals</li> <li>○ Role model appropriate, professional behaviors including appropriate client boundaries</li> <li>○ Work effectively as part of a team, helping to set up others for success</li> </ul> </li> </ul> <p><b>Education:</b> Bachelor's degree in Social Work, Psychology, Education or other related field required</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience working in group settings with adolescents preferred</li> <li>• Experience in school settings with classroom management preferred</li> <li>• Experience in prevention/substance use field preferred</li> <li>• Trained in Positive Action Prevention Curriculum preferred</li> <li>• Bilingual</li> </ul> <p><b>Licensure:</b> Associate Prevention Specialist certification within 20 months of employment required.</p>
<b>Salary/Hours</b>	Full-Time
<b>City, State, Zip</b>	Conroe, TX
<b>Application Method</b>	Apply Here: <a href="https://cenikor.e3applicants.com/careers/Bilingual-Prevention-Specialist--Conroe-TX-1269">https://cenikor.e3applicants.com/careers/Bilingual-Prevention-Specialist--Conroe-TX-1269</a>
<b>Opening Date</b>	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.