



West Side Community Services

Prevention Specialist

Job Description

TO APPLY: SUBMIT YOUR APPLICATION AND RESUME TO FELABED@WSCSBUFFALO.ORG BY MAY 1, 2025. Application can be downloaded at wscsbuffalo.org/about/careers. A completed application is required to be considered for this position.

Position Summary:

The Prevention Specialist delivers evidence-based, comprehensive prevention programs for K-12 students and their families in high-risk schools and communities. This role emphasizes substance abuse prevention, social skills development, leadership training, and the use of data-driven strategies to encourage healthy decision-making. The programs implemented include Too Good for Violence, Too Good for Drugs, and Botvin's Healthy Life Skills, all aimed at fostering resilience and promoting positive life choices.

Do you love working with kids and want to help them make healthier choices?

Are you passionate about prevention, youth engagement, and using data to drive impact? If you're looking for a role where you can educate, mentor, and make a difference, this might be the perfect fit.

Essential Functions:

- Consistent with the prevention plan, present multiple parts, culturally sensitive, science-based programming designed to educate Grade K – 12 youth on issues related to substance abuse, including the development of positive life skills.
- Work with school administration and with the School's Parent Facilitator to engage and communicate with the parent population, using the results from the YRBS and Climate Survey to create and implement parent training and other community-based strategies.

- Assist in the implementation of training including multiple-week summer programs for youth teams to improve social, communication, and leadership skills.
- Assist school administration as appropriate with school strategies to improve attendance and behavior
- Provide front line mentoring services as available with students referred at the discretion of building administration
- Support and coordinate rallying events, contests, and activities to engage youth, parents, and school personnel which may include Red Ribbon Week and other awareness weeks
- Encourage and assist with the implementation of youth/parent attitude and climate surveys such as the Youth Risk Behavior Survey (YRBS), YDS, and PNA.
- With other prevention staff, work with school administration and WSCS youth staff to review data analysis and design a course of action
- Record, organize, and analyze data collected from surveys to support program evaluation and improvement efforts
- Assist building administration with adherence to the building plan and data interpretation
- Prepare and submit all documentation of work activity as required by funding
- Potentially work with youth during summer camps as part of ongoing program implementation to support youth engagement and skill-building sources
- Other duties as assigned

Collaborative Professional:

- The Prevention Specialist must be a collaborative team player who actively engages with colleagues, school staff, and community partners to foster a supportive and cohesive work environment. Success in this role requires open communication, adaptability, and a willingness to contribute to team goals. The ability to support and uplift team members ensures the success of prevention programming and enhances impact within the communities served.

Growth & Development Opportunities:

- This role offers significant opportunities for professional development and career growth. The Prevention Specialist will gain experience in program development, leadership, and community engagement while expanding their expertise in behavioral health and prevention strategies. Those who excel in this position can pursue advanced certifications, leadership roles, or specialization within the field, contributing to long-term career advancement

Who We're Looking For:

- You love working with kids and can connect with youth in a meaningful way.
- You're confident leading prevention education or excited to learn.
- You're comfortable with data entry, reporting, and analysis (experience with Excel, Google Sheets, or databases is a plus).
- You're a strong communicator and can engage students, parents, and school staff.
- Your detail-oriented and can juggle multiple tasks while staying organized.
- You enjoy working as part of a team and collaborating with schools and community partners.

Required Qualifications

- High School Diploma/GED
- NYS Credentialed Prevention Specialist (CPS), or pathway to obtain credential
- Exceptional verbal and written communication skills
- Self-motivated, effectively manages time
- Ability to create and sustain collegial relationships with partner agencies and schools
- Willingness to learn and develop new skills
- Experience working with diverse populations
- Competency with Microsoft Office and Google Suite
- Basic computer competency is required
- Must demonstrate strong time management skills, effectively prioritizing tasks to meet deadlines while balancing multiple responsibilities in a dynamic environment.
- Must be adaptable and open to changing tasks, priorities, and schedules as needed to support program and organizational goals.

- Reliable transportation to work site locations.
- Employment is contingent upon successfully passing a background check.

Preferred Qualifications

- NYS Credentialed Prevention Professional (CPP)
- Knowledge of up-to-date behavioral health information
- Experience with OASAS/OMH/prevention technology including WITNYS and Clear Point
- Speak/understand another language in addition to English
- Flexibility to work evenings and occasional weekends
- Bilingual Spanish

Physical Requirements / Working Conditions:

The physical demands described here are representative of those needed to perform the job's essential functions. Reasonable accommodation will be provided for individuals with disabilities.

- Work is divided between office settings and outside meetings.
- Local travel is required; light physical effort in an office environment.
- Involves curriculum instruction, planning, and delivery to students at schools and WSCS Youth programs.
- Requires high energy, multitasking abilities, and a team-oriented approach for meetings and trainings.
- Must treat staff, volunteers, and clients with respect and dignity.
- Regularly required to speak and hear clearly, as well as read and write effectively.

Job Type: Full-time

Pay: \$18.00 - \$20.00 per hour

Expected hours: 35 per week

Benefits:

- Employee assistance program
- Paid time off
- Professional development assistance

Schedule:

- Day shift
- Evenings as needed
- Monday to Friday
- Nights as needed
- Weekends as needed

Work Location: In person

Ready to make an impact? Apply today and help shape a healthier future for Buffalo's youth! Please Email Application and Resume to Felabeld@wscsbuffalo.org