

Organization: **Youth & Family Services (YFS)**

Department: **Counseling Center (CC)**

Position: **Community Prevention Specialist**

Status: **Full-Time**

Reports to: **WPRC Coordinator**

Location: **Rapid City, SD**

**Work Schedule:**

Work Days: **Monday through Friday**

Hours/Week: **40**

Non-smoking work environment. Wage DOEQ. E.O.E.

**Benefits:** YFS strives to provide its employees with top-quality benefits. YFS employees are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, and more! Click here to view a copy of our [Benefit Synopsis](#).

**Minimum Qualifications:** Bachelor's degree (completed or actively working towards) in behavioral science or a related field (Certified Prevention Specialist is preferred). Demonstrated history of leadership and dependability. Demonstrated history of success leading workgroups, coalitions, task forces or other diverse groups. Strong organization and communication (written and verbal) skills. Strong computer skills. Willingness to travel and maintain a flexible work schedule. Ability to maintain confidentiality. Current vehicle liability insurance and a valid driver's license required. TB test required.

**Essential Functions:**

- Serve as a Communities that Care (CTC) Coach as further defined through the State of South Dakota and the Communities That Care Model.
- Assist the Western Resource Prevention Coordinator in carrying out duties relating to State and Fiscal Agent requirements.
- Build and maintain contact with any communities that have been designated by the State.
- Participate in the CTC Coach and Facilitator trainings as required by the state.
- Attend monthly CTC coaching update calls with the State Department of Health.
- Assist your assigned CTC funded communities in the 5 phases of CTC and achieving the CTC Benchmarks and milestones.
- Submit an agreed upon monthly report and itemized invoice to the Department of Health by the 15th of the month.
- Provide the Department of Health with quarterly reports on work plan activities and participate in virtual quarterly calls.
- Participate in evaluation efforts as requested by the State Department of Health.
- Provide prevention information and evidence-based programming to youth and adults which promotes health and well-being.
- Establish and maintain partnerships with State and regional stakeholders.
- Promote data-driven prevention concepts and the services of the Western Prevention Resource Center.
- Ensure required documentation is completed and processed as required.
- Refer persons in need to appropriate services.
- Travel (including overnight) as required to provide services and attend trainings.

**Additional Functions:** Perform additional duties as assigned by supervisor. Act in accordance with purpose, philosophy, values, goals, policies, and procedures of YFS. Promote and support all YFS programs and services.

**Environmental Functions:** Perform duties in a controlled office environment. Ability to lift up to 25 lbs. Ability to sit and stand for extended periods. Safely operate a motor vehicle.

**How to Apply:** For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: <http://www.youthandfamilyservices.org/careers/>. Please note that resume only will not be accepted.

**How to Submit Application:**

By email

In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702

Other location: One Stop Career Center

**Any questions? Call HR Team at 605-342-4195!**