



**Government of the United States Virgin Islands  
Department of Education  
Office of Human Resources**

**POSITION: DRUG PREVENTION SPECIALIST**

**DEFINITION**

Under general direction, the incumbent designs and implements drug prevention services for schools, community groups, business and industry, parents, local government, the recovery community and private and public agencies and organizations; serves as a community consultant, and performs other related work as required.

**MAJOR DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):**

- Provides prevention, education and training services to schools, community groups, businesses and industry, parents, local government, the recovery community and private and public agencies and organizations.
- Develops and designs programs for group facilitators, peer counseling, drug free work place and student assistants.
- Consults with various community advisory councils on developing programs for drug prevention; works with community groups in a proactive manner to assist in the implementation of the various prevention programs.
- Speaks before various groups on drug related topics.
- Researches contemporary practices and techniques in the field of drug prevention and creates, edits and maintains training manuals/literature on the topic, which are made available to the general public.
- Coordinates program activities with outside agencies; identifies and maintains community resources useful in implementing program activities; establishes service provider networks.
- Keeps current on prevention literature, statistical information, legislative activities and community resources and activities pertinent to programs.
- Writes reports and correspondence.
- Performs various technical tasks related to programs such as conducting presentations or statistical surveys.

**KNOWLEDGE AND ABILITIES**

- Proficiency in Microsoft Office Word, Excel and Outlook;
- Analyze data, interpret directions, procedures and regulations, and develop appropriate responses;
- Perform job duties under stressful conditions;
- Respond appropriately to situations;
- Maintain confidential information in accordance with legal standards and/or local regulations;
- Make oral presentations and training before diverse groups;
- Ability to establish and maintain effective working relationships, facilitate groups and meetings;
- Effective communication skills and excellent interpersonal skills;
- Strong written and oral communication skills;
- Occasionally lift and carry up to 40 pounds;
- Normal dexterity, frequent holding and grasping;

- Knowledge of principles, methods, techniques, and materials of alcohol and drug prevention and education;
- Knowledge of VIDE policies, regulations, and standard operating procedures;
- Knowledge of functions, programs, and services of both public and private agencies involved in drug prevention activities;
- Knowledge of public health statistical and survey methods;
- Knowledge of marketing strategies;
- Knowledge of mentoring program models;
- Ability to effectively communicate orally in order to give presentations to local community groups;
- Ability to communicate effectively in writing;
- Ability to establish and maintain cooperative working relationships;
- Ability to assess need for public education on drug issues;
- Ability to develop and implement drug prevention and education programs for staff, and community groups;

## **MINIMUM QUALIFICATIONS**

Graduation from an accredited college or university with a Bachelor's Degree in public or community health education, social work, alcohol and drug studies, or related field. **AND** one (1) year of experience in providing drug prevention and education services.

## **ADDITIONAL REQUIREMENTS**

- Possess and maintain a valid Virgin Islands driver's license.

**“No person shall be discriminated against in employment or in any other educational program or activity offered by the Virgin Islands Department of Education on account of race, color, creed, national origin, sex, handicap, or age.”**

Complainant may write to:

Director  
Division of Human Resources  
#2133 Hospital Street  
Christiansted, VI 00820

Director  
Division of Human Resources  
1834 Kongen's Gade  
St. Thomas, Virgin Islands 00802