



Rio Arriba County

JOB DESCRIPTION VACANCY

PREVENTION SPECIALIST INTERN

DEPARTMENT:	RACSTOP
PRIMARY LOCATION:	ESPANOLA
SALARY CLASSIFICATION:	[C-12 PER-SCHEDULE]
SALARY:	\$22.96 TO \$28.61 HOURLY / \$47,756.80.00 TO \$59,508.80
POSITION STATUS:	FULL TIME
FLSA CLASSIFICATION:	NON-EXEMPT
CLOSING DATE:	OPEN UNTIL FILLED
POSTING DATE:	03 SEPTEMBER, 2024

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by employees in this classification; only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. This is not an all-inclusive list of all responsibilities, duties and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time with or without notice.

Primary Summary:

Under the general supervision of Louise Sanchez, the Director or designee oversees the daily administration of the R.A.C.S.T.O.P./Court. Makes sure all DWI offenders comply with all court mandates

Duties and Responsibilities:

- Carries out day-to-day operations of the RACSTOP Program;
- Performs filing, telephone, written communications, and clerical tasks;
- Maintains close correspondence with contracting agencies and other related programs to collect statistical data and reports for contract payments;
- Assists in organizing and planning youth Prevention Activities with the RACSTOP Coordinator, DWI Planning Council, and other public agencies;
- Work with countywide school districts and provides Prevention related activities as well as educational evidence-based curriculum sessions within the classrooms;
- Services include working with school personnel to schedule events that will educate the students in risk-taking behaviors;
- Works hours beyond the normal workday;
- Keeps an ethical, responsible, and professional attitude in all program affairs and activities; Assists County residents with information, organizational efforts, and duties as assigned or necessary, to carry out the DWI Prevention efforts;
- Keeps a daily log of duties performed;
- Develops and implements programs that target underage drinkers and works with agencies to structure effective prevention strategies;
- Attends all DWI Council meetings as scheduled;
- Reports to the DWI Council, every quarter, the progress made in DWI reduction and



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- program implementation;
- Performs other duties as assigned by the Director/Supervisor/Designee;
- The substance abuse prevention specialist assists in the development and coordination of substance abuse prevention, working with schools, community groups, and other agencies.
- Develops strategic and operational goals for application programs. Establishes, implements, and communicates goals, objectives, policies, and procedures.
- Performs and presents studies and informational presentations. May present to the County Commission and/or County management.
- Maintains confidentiality of all privileged information . Contributes to a team effort.
- Performs other duties as assigned or required.

Minimum Qualifications:

- Shall maintain a valid New Mexico driver's license
- High School Diploma or GED.
- At least two years of experience working in the field of prevention
- Must have experience in data entry.

Recommended Qualifications:

- Two years of administrative or secretarial experience in a high-volume work environment involving public contact, providing customer services, and the application of complex policies and procedures.
- Must take all Prevention Basic Training

Preferred Qualifications:

- Five years of experience in the prevention field.
- Bilingual; ability to speak, write, and understand Spanish

Knowledge, Skills and Abilities:

- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- GED or Diploma position or equivalent plus have experience in Prevention;
- Prevention Specialist Intern or the ability to work towards the CPS, Certified Prevention Specialist position:
- Strong oral and written communication skills;
- Computer skills;
- Position includes hands-on responsibilities in all aspects of planning and coordinating prevention events;
- Bilingual -Spanish is preferred;
- Valid New Mexico Driver's License.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and co-workers at all levels.
- Ability to handle multiple tasks and meet deadlines.



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- Ability to represent the organization professionally, building respect and confidence
 - Ability to act independently and conscientiously using sound judgment.
 - Ability to maintain confidentiality.
 - Ability to handle multiple tasks and meet deadlines.
 - Ability to communicate effectively, both orally and in writing.
 - Ability to handle multiple tasks and meet deadlines.

Physical Demands:

While performing the duties of this job, the employee routinely sits, stands, walks, talks and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to fifty (50) pounds. If an item is above fifty (50) pounds in weight then two or more County staff members will team up to lift the object.

Work Environment/Conditions:

The work environment must be performed in a professional office setting with a moderate noise level, occasionally working under stressful conditions and for an extended period.

The work is performed in facilities within Rio Arriba County, with primary functions split between the Tierra Amarilla and Espanola Annex offices.

In this position is routinely exposed to Visual/Video Display Terminal (V.D.T.) and extensive personal computer and phone usage.

Evening, holiday, and weekend work outside of regular business hours may be required as well as travel and attendance at meetings.

Exposure to unpleasant or hostile situations may arise when dealing with individuals involved in court cases.

County position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance
 - Work well with others and participate fully in a team-oriented environment
 - Interface with other employees and customers in a courteous and respectful manner
 - Project positive support of their department and all county organizations at all times
 - Maintain and enhance the county's commitment to customer service excellence
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Working Conditions for individual positions in this classification will vary based on each departments' utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Conditions of Employment:

Successful completion of thorough background investigation. Must pass a pre-employment drug screening and MVD check. Employees must comply with the safety guidelines of the county and follow the HIPPA Guidelines Manual - Policies and Procedures. Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within (30) days of the date of hire as a condition of continued employment.

**Please send an e-mail with your Letter of Interest,
Resume and Job Application to:**

JobApplications@rio-arriba.org

*P.O. Box 127 * Tierra Amarilla, New Mexico 87575 * Phone (575) 588-7254 * Fax (575) 588-7810*

*Espanola Annex * 1122 Industrial Park Road * Espanola, New Mexico 87532 * Phone (505) 753-2992 * Fax (505) 753-9397*
