

Oak Park Township
JOB DESCRIPTION

CLASS. TITLE: Prevention Coordinator-CADC
DEPARTMENT: Youth and Family Services
DIVISION: Town
REPORTS TO: Community Justice Manager

FLSA: Full Time
DATE: 10/17/2023

Job Summary: The Prevention Coordinator (CADC) will facilitate collaborations between systems and agencies to prevent, intervene, and combat substance use and abuse by youth in Oak Park and River Forest Communities. The Prevention Coordinator (CADC) will also work with local adjudication through the Community Justice Program with youth and families who are referred for substance use. The Prevention Coordinator will implement substance abuse prevention programming geared toward youth and families in the Oak Park and River Forest Communities.

Job Functions:

- Ability to show knowledge or ability to gain knowledge in the following areas: Substance use/abuse specifically in youth populations and family systems.
- Work with youth referred by local adjudication with individual sessions and/or group/family sessions on substance use prevention programs.
- Run substance abuse prevention groups that focus on current events, trends, and need, outside of the adjudication caseload as needed or deemed appropriate.
- Collaborates closely with families, school personnel, mental health professionals, and other agencies associated with youth substance use prevention needs and issues.
- Help provide wraparound services by encouraging and referring youth, families, parents/guardians to other community services and activities for substance use services.
- Able to maintain and complete documentation related to job duties in a timely manner. Must have good time management skills.
- Initiate and maintain in contact (via phone, email, or in person) with youth, parents/guardians, families, mentors, therapist, police, and other community agencies involved in youth's case, with consents.
- Maintain relationships and partnerships with current agencies and organizations that serve youth in the Oak Park and River Forest Communities
- Maintain a relationship with the Cook County Sheriff's Office in regards to the Township Prescription Take Back Box.
- Maintain the Township's Narcan program to the community.
- Assists agencies in developing long-term community based strategic plans to help with village wide substance abuse prevention efforts regarding youth, including implementing goals/strategies.
- Participate in the Positive Youth Development Community Coalition (+PYD) as the Oak Park Township representative.
- Keeps Supervisor informed regarding community issues and sensitive topics.
- Participate in weekly supervision with Community Justice Manager and participate in weekly Youth and Family Services Team Meetings currently held on Tuesdays.
- Performs other duties as assigned.

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Job Type: Full-time

Minimal Qualifications:

- CADC certification (required)
- Bachelor's degree in Social Work, Psychology, Youth Development, Human Development, or other related field (preferred)
- A minimum of 2 years of working with youth and families.

Education:

- CADC Certificate
- Bachelor's Degree (preferred)

Knowledge, Skills, and Abilities

Knowledge of:

- Substance abuse treatment, social work, counseling, or psychology
- Criminal Justice and approaches used by law enforcement in local, state, and federal environments; juvenile law and court systems
- Ethical standards and codes of conduct in dealing with clients and public specifically regarding youth substance abuse prevention

Skill In:

- Time management and prioritizing work
- Verbal and written communication and organization
- Facilitation and group leadership
- Mediation and collaboration building

Ability To:

- Maintain relationships with community organizations and administrators
- Facilitate presentations and trainings for youth, parents, community associations, and other public groups.
- Remain calm in stressful and crisis situations

Physical Abilities:

- Sit, keyboard, read, write, add, hear and speak for extended periods
- Drive automobile to meet with clients in their homes or other locations, and meetings with other agencies, committees and councils, etc.
- Lift up to 10 pounds on occasion.