



155 N. Water St.
Kent, OH 44240

www.townhall2.com

Phone: 330-678-3006
Fax: 330-678-7558

Job Title: Prevention Specialist
Department: Prevention
Reports To: Community Education and Prevention Manager
Employment Status: Full-Time
FLSA Status: Non-Exempt (Hourly)

Why Work Here?

At Townhall II, the work you do matters. As a Prevention Specialist, you play a key role in educating and empowering youth, families, schools and communities to prevent substance misuse, child abuse and neglect, and other risk behaviors while promoting healthy, informed decision-making.

We offer more than just a job. We offer a meaningful career where you can grow both personally and professionally.

When you join our team, you will:

- **Make a Real Impact** – Educate and empower youth, families and communities through evidence-based prevention programs.
- **Develop Lifelong Skills** – Build expertise in prevention education, public speaking, behavioral health and community engagement.
- **Be Part of Something Bigger** – Join a mission-driven organization dedicated to supporting the community.
- **Grow Your Career** – Receive ongoing training, supervision and professional development opportunities.
- **(Full-Time) Enjoy Competitive Benefits** – Including medical, dental, vision, paid time off and more.

Position Summary

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Responsibilities may change at any time based on business needs.

- 24/7 Crisis Helpline - 330-678-HELP
- Mental Health Counseling
- Outpatient Addiction Treatment/Counseling
- Alcohol/Drug/Violence/Gambling Prevention and Education
- Horizon House: Residential Treatment for Women
- Project Detour: Driver Intervention Program
- Victim Advocacy/Outreach/Counseling
- Portage County Rape Crisis Center



Prohibition on Re-Disclosure of Confidential Information: This notice accompanies a disclosure of information concerning a client in alcohol/drug treatment, made to you with the consent of such client. This information has been disclosed to you from records protected by federal confidentiality rules (42 CFR, Part 2). These federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or is otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.

The Prevention Specialist plans, implements and evaluates evidence-based prevention and education programs focused on substance misuse, child abuse and neglect prevention, and other health and wellness initiatives. This position collaborates with schools, community organizations and internal teams to increase awareness, strengthen protective factors, reduce risk factors and promote safe, healthy and resilient communities.

The ideal candidate is an engaging educator, strong communicator and proactive professional committed to prevention and community impact.

Key Responsibilities

Program Delivery and Education

- Plan, implement and evaluate evidence-based prevention programs in schools and community settings.
- Deliver educational presentations and workshops related to substance use prevention, child abuse prevention, mental wellness and other prevention initiatives.
- Facilitate one-time presentations, classroom lessons, trainings and community education events.
- Train educators, caregivers and community stakeholders to recognize, respond to and prevent child abuse and other behavioral health concerns.
- Adapt programming to meet the needs of diverse audiences and age groups while maintaining fidelity to evidence-based curricula.

Community Outreach and Engagement

- Build and maintain strong relationships with schools and community partners.
- Increase community awareness through events, outreach efforts and distribution of educational materials.
- Promote a culture of **safety, prevention and social responsibility** within the community.

Participant Support and Referrals

- Provide support and appropriate referrals to program participants as needed.
- Respond to concerns with professionalism, empathy and a trauma-informed approach.

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Program Development and Evaluation

- Design and implement participant satisfaction surveys to evaluate program effectiveness.
- Meet program goals, targets and grant objectives.
- Assist with grant writing and program funding efforts.
- Generate earned income through training programs (e.g., Child Abuse Recognition and Reporting Trainings).

Documentation and Compliance

- Complete program reports and agency reports (including quality improvement) within required deadlines.
- Maintain accurate and timely documentation of services and outcomes.
- Ensure compliance with agency policies and applicable regulations.

Culture and Professional Expectations

- Model Sanctuary Model principles, including **nonviolence, emotional intelligence and growth and change**.
- Maintain professionalism, cultural competence and ethical conduct.
- Participate in required trainings and professional development.
- Perform other duties as assigned.

Qualifications**Education and Experience**

- Bachelor's degree in Health Education, Public Health, Psychology, Education, Human Services or a related field required.
- Experience in prevention education, community outreach, public health, child abuse prevention, substance use prevention or related human services preferred.

Required Skills and Abilities

- Strong public speaking and presentation skills.
- Excellent communication and interpersonal skills.
- Ability to build relationships with diverse populations and stakeholders.

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- Strong organizational and time management skills.
- Ability to work independently and manage a flexible schedule.
- Basic computer proficiency (Microsoft Office).
- Initiative, adaptability and problem-solving skills.

Licensure/Certifications

- One of the following preferred or required based on program needs:
 - Ohio Certified Prevention Specialist (OCPS) or eligible
 - Ohio Certified Prevention Specialist I or II
 - LSW, LISW, or related licensure
 - Certified Health Education Specialist (CHES)
 - Other OhioMHAS-approved credentials

Pre-Employment Requirements

- Successful completion of background check and drug screening.
- Valid driver's license.

Work Environment and Physical Requirements

- Work is performed in schools, community settings and office environments.
- Schedule varies based on program needs; may include evenings and weekends.
- Regular travel within the community required.
- Must be able to present to groups and facilitate trainings.
- May require light lifting and transport of materials.

Townhall II is an Equal Opportunity Employer. We are committed to creating an inclusive environment for all employees and applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, military status, sexual orientation, gender identity, or any other protected status in accordance with applicable federal, state, and local laws.

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Employment with Townhall II is at-will. This means that either the employee or the employer may terminate the employment relationship at any time, with or without cause or notice, in accordance with applicable law.

Townhall II provides reasonable accommodations to qualified individuals with disabilities in accordance with applicable laws. If you need assistance or an accommodation during the application process or in the performance of this role, please contact Human Resources.

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