



Position Opening

Prevention Services Coordinator

Responsibilities

Administrative

- Receive referrals from Local School Districts, Community Partners, Ingham County Prosecutors office, notifying referrals of the opportunity to participate in the Teen Accountability Hearings.
- Receive referrals and provide local school districts in Ingham county with prevention services programs (Social, Emotional Learning, vaping cessation, student engagement and retention, etc.)
- Assist in the implementation and facilitation of the Teen Accountability Hearings and other prevention services programming within the community.
- Conduct informational meetings to determine the referrals interest in voluntary participation of prevention programs.
- Directly monitor the following programs: Teen Accountability Court Hearings, TEAM Attendance, Rise Above Positive Peer Mentoring, Prime for Life, and Early Intervention Group.
- Assist with the development of new prevention initiatives.
- Collect data, program outcomes, and complete monthly, quarterly, and bi-annual reporting for funders.
- Represents the agency's programs and services in the community as assigned through interagency committees and organizations, and timely response to community inquiries.
- Facilitate Early Intervention Groups, Life Skill Groups, and Strengthening Family Groups.

Supervisory

- Directly supervise a team of up to two case managers.
- Ensures that the policies, procedures, and services are carried out in accordance with policy and procedure.
- Provide program orientation for all new hires and interns in accordance with agency policy.
- Accepts and assigns all new cases to case managers

Qualifications

- Minimum Education: Bachelor's degree, Social Work, Human Services, Criminal Justice or equivalent.
- Experience: Two years directly related experience with at least one year in supervision or administration.
- Special Skills: Intervention with youth, families and groups, grant reporting, budgeting
- Transportation: Reliable and ongoing transportation to fulfill requirements of position.
- Flexibility of work schedule to meet the needs of the program.

Other Requirements

- Must have a valid Michigan Driver's License and reliable transportation and valid insurance
- Must have a current CPS (Certified Prevention Specialist) designation or have a develop plan filed with MCBAP
- Some evenings are required as needed to perform the duties of the position.

Resume and Cover Letter:

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We are an Equal Opportunity Employer. In our agency as well as the communities we serve we celebrate and value diversity, equity, and inclusion.

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