

**Van Buren Community Mental Health**  
**NOTIFICATION OF EMPLOYMENT OPPORTUNITY**  
**Effective: September 12, 2023**

<b>Title: SUD Prevention Specialist</b>		<b>Position Number: C508140</b>
<b>Program:</b> SUD Prevention Unit	<b>Salary Range:</b> \$38,656 - \$51,951/yr	<b>Status:</b> Regular Full Time; 37.5 hrs/wk
<b>Benefit Eligible:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Office Location:</b> Paw Paw	<b>Union Eligible:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**Basic Responsibilities:**

Plan, organize and implement a county-wide substance use disorders prevention program; disseminate information on substance use disorders to county residents; assist county school systems and other county agencies with developing and implementing substance use disorders/health curriculums.

**Summary of Required Qualifications:**

- Bachelor's Degree in communication, education, human services, or other relevant field, and ability to attain required Michigan Certifications.
- Certification as CPS (Certified Prevention Specialist), or ability to attain through development plan.
- Completion of trainings in various substance use disorders prevention curricula within 6 months of hire (e.g.: Substance Abuse Prevention Trainings, Ethics for Prevention, Prime for Life, etc.).
- Demonstrated understanding of the physical, social, and psychological impact of substance use disorders on the individual, family, and community.
- Possess and maintain a valid Michigan driver's license with an acceptable driving record.

**Summary of Essential Job Functions:**

- Conduct trainings/presentations with agency/school staff to increase awareness and develop skills in substance use disorders prevention/education.
- Research, compile, analyze and implement substance use disorders prevention information/education to disseminate to local community groups, local agencies, customers, colleagues, etc.
- Develop, conduct, schedule & evaluate substance use disorders prevention education & training programs.
- Research funding opportunities to implement new programming to address emerging topics in the community. May include grant writing, fundraising, and or partnering with local business/agencies.
- Assist schools in making choices regarding health curricula.
- Develop, with the assistance of Program Supervisor, an annual Prevention Plan as required by the PIHP; as well as consolidate information from regions in order to build and expand existing programming.
- Lead or attend monthly coalition/agency/community group meetings to disseminate and interpret local evidence/research, address emerging trends and create, strengthen community/agency partnership, and to educate the community.
- Work cooperatively with a variety of public and non-profit agencies; grassroots or organized community groups or coalitions; or substance-using populations to facilitate substance abuse prevention/education.
- Maintain prevention program records in an accurate, complete, and appropriate manner.
- Represent the program at community events to disseminate educational information & agency resources.

**To apply, submit your resume and cover letter by email to the HR Office:**

Christine Schlabaugh, Personnel Specialist: [cschlabaugh@vbcmh.com](mailto:cschlabaugh@vbcmh.com)  
Human Resources Office, PO Box 249, Paw Paw, MI 49079

**Equal Opportunity Employer**

Approved by:

  
**Debra Hess, CEO**

