



Nicasa

Position Description

Prevention Specialist Round Lake

(Full-Time and Part-Time) positions available at the Nicasa Round Lake office

Qualifications:

The Prevention Specialist shall have a Bachelor's Degree or equivalent experience working in school based educational programs. Must possess the ability to communicate effectively in both written and verbal form. Bilingual Spanish is required.

Duties/Responsibilities:

- Designing, planning, and developing community education/prevention programs.
- Facilitate in-school programming to include education/skill building classes and age appropriate activities for students.
- Recording student progress, preparing and completing all needed documents.
- Maintaining accurate attendance records and updating necessary databases.
- Compiling necessary data to form reports for auditing purposes and metrics.
- Attending staff meetings and trainings as scheduled.
- Identifying and referring to appropriate community resources.
- Perform general administrative/clerical duties as necessary.
- All other duties as assigned.

***Nicasa is an Equal Opportunity Employer