



**School District #54 (Bulkley Valley)**

**JOB DESCRIPTION**

**STUDENT SERVICES – DRUG & ALCOHOL PREVENTION WORKER**

Location: Schools

**SUMMARY:**

Reporting to the Principal/designate, the Drug & Alcohol Prevention Worker provides prevention services in the area of addictions, provides early intervention and referral, takes a leadership role in mobilization functions including but not limited to networking, consultation, promotion of prevention materials, providing training and information sessions and uses a variety of developmental techniques to develop youth-based prevention programs.

**DUTIES:**

- Utilizing a variety of approved models plans and implements health promotion and substance misuse prevention activities
- Provides information to youth and parents on community resources and recommends appropriate services as required
- Educates school personnel on health promotion and substance misuse prevention by participating in meetings, conducting in-service sessions and providing educational resources and promotional materials
- Assists in the planning of and participates in substance misuse awareness initiatives such as Drug Awareness Week and Counter Attack Clubs
- Works collaboratively and inclusively with the students being served when planning, implementing and evaluating prevention activities
- Develops culturally appropriate programs and activities
- Establishes and maintains policies and procedures
- Maintains a liaison with relevant Ministries, agencies and professionals (school and community based) providing resource consultation as required
- Maintains related records and provides reports to the supervisor as required
- Communicates effectively using courtesy, tact and discretion with school staff, students and parents in the explanation and clarification of information
- Maintains the confidentiality, appropriate boundaries and other basic counseling ethics
- May be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification

**QUALIFICATIONS:**

- Completion of Grade 12 (Dogwood Certificate)
- Minimum of two years post secondary training related to alcohol counseling
- Two years of experience in the provision of drug & alcohol counseling
- Valid Level 1 First Aid Certificate
- Training in Non-Violent Crisis Management Techniques (e.g. CPI training) and POPARD (Provincial Outreach Program for Autism and Related Behaviour Disorders) would be an asset
- Demonstrated ability to use initiative to determine, judge and select appropriate course of action
- Familiarity with Workers' Compensation Board (WCB) safety procedures
- Valid Class 5 – BC Driver's Licence and an exemplary driving record as demonstrated by a current drivers' abstract
- Physical ability to perform the required duties

**N.B.** This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Agreed to:

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CUPE Job Description Committee

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CUPE Job Description Committee

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Secretary Treasurer