



413 Ninth Street
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www.youthzone.com

Career Opportunity

Substance Use Prevention & Intervention Specialist

About YouthZone

YouthZone currently serves over 2,000 youth and their families every year by offering a wide variety of evidence-based programming through which our clients find safety, compassion, and education as they work to overcome the personal struggles they face. Our programs include youth assessment, parental guidance and support, individual and family counseling, restorative justice, court programs and monitoring, educational workshops, and much more. Ninety percent of our clients maintain their healthy behaviors after graduating from YouthZone. Founded in 1976, YouthZone has been, and continues to be a family-first nonprofit dedicated to fostering positive youth development for teens throughout the Western Slope of Colorado. We aim to hire diverse, family-focused team members who believe that growth is possible for all of our clients.

Our Vision: *Hopeful Youth; Strong Families; Safe Communities.*

Our Mission: *YouthZone provides comprehensive assessment and advocacy to inspire healthy relationships between youth, families, and communities.*

Here at YouthZone, we strongly encourage black, indigenous, people of color, immigrants and LGBTQ+ people to apply. YouthZone is an equal opportunity employer and welcomes everyone to consider joining our team.

YouthZone is committed to inclusion.

YouthZone advocates for equality.

YouthZone has a long history of promoting justice.

Employment Classification

Full-time, non-exempt; 40 hours per week. Reports to Assistant Director. Based in our Glenwood Springs or Rifle office, this position requires access to a reliable vehicle for periodic travel throughout YouthZone's service area of the Colorado Ninth Judicial District, which includes Garfield, Rio Blanco and Pitkin Counties.

Hiring Salary Range: \$48,000 – \$60,000 annually, depending on education, training and experience.

Position Overview

The Substance Use Prevention and Intervention Specialist's primary responsibility is to provide group and one-on-one counseling and educational programs to youth clients who are experimenting with substances, or at risk for sustained use and/or addiction. The programs are to be offered at times and locations that work best for the clients and their families.

Essential Functions and Responsibilities of the Substance Use Prevention and Intervention Specialist

- Plan, organize and implement prevention programs for youth in accordance with quantified measures as established by YouthZone protocol and best-practice models.
- Deliver evidence-based, prevention curriculum for alcohol, tobacco, and drug use.
- Provide substance use counseling and support to individuals, families and groups in the community.
- Implement initial assessment and on-going evaluation of youth's and family needs to develop the client's service plan.
- Provide community outreach, education and support around adolescents and substance use.
- Design and facilitate substance-related support groups for youth, adolescents and parents.

- Provide treatment referrals, when appropriate.
- Attend and participate in regular YouthZone direct service staffing meetings.
- Serve as a Youth Coach for YouthZone clients.

Education, Training and Experience

- *Required:* Bachelor's degree from an accredited, four-year institution, OR a demonstrable combination of education, training, work history and life experience that would lead to success in this position.
 - *Highly desirable:* Substantial coursework or experience in social work, psychology, mental health, counseling, education, or related field.
- *Required:* Valid Colorado licensure as Certified Addiction Technician.
- *Required:* One or more years of experience working with youth and adolescents, ages 10 to 18 years old.
- *Required:* One or more years of work experience in the field of substance use prevention and intervention.
- *Required:* Current knowledge of continuum of substance use/abuse in adolescents.
- *Required:* Proficiency with MS Office programs: Outlook, Word, Excel, PowerPoint, etc.
- *Highly desirable:* Experience designing and facilitating adolescent support groups.
- *Highly desirable:* Current knowledge of age-appropriate youth behaviors and family dynamics.
- *Desirable:* Experience educating parents and guardians about youth and adolescent substance use.
- *Highly desirable:* Bilingual in Spanish and English; Strong verbal and written communications skills in English, and ability to understand and to make oneself understood in Spanish.

Other Requirements

- Participation in a child abuse registry check, fingerprint/Colorado Bureau of Investigation check, driving history check, and drug screen.
- Ability and willingness to work a flexible schedule in order to accommodate clients and their families; typically, Monday–Thursday between 8:00 am – 6:00 pm, but there will instances when appointments, trainings and groups must be scheduled outside of these times.
- Access to, and willingness to use, reliable transportation that is properly registered and insured for travel throughout the YouthZone service area, which includes: Aspen, Basalt, Carbondale, Glenwood Springs, New Castle, Silt, Rifle, Meeker, and Parachute.
- Participation in on-going supervision training with YouthZone's Substance Use Prevention and Intervention consultant for purpose of supervision, case review, training and general support.
- Willingness to attend training opportunities related to the work of adolescent substance use prevention and intervention.
- Exceptional interpersonal, written and verbal communication skills.
- High proficiency and comfort level with computers and technology, to include word processing, spreadsheets, email, calendar/collaboration operations, and use of cloud-based functions.
- Professional attitude, courteous manner, and clear, confident phone voice.
- Exceptional task and time management skills.
- Creativity and strong problem-solving skills.

Required Responsibilities of YouthZone Team Members

- Establish and nurture key relationships, both internal and external.
 - Serve as an ambassador for YouthZone and its mission throughout the communities we serve.
 - Be prepared to provide accurate information regarding YouthZone's programs, services, and development opportunities.
- Establish meaningful customer and client relationships.
 - Ability and willingness to work with youth and adult clients with an attitude of respect, compassion and non-judgment.
 - Ability to problem-solve with parents and service providers in order to best support youth.

- Demonstrate flexibility in scheduling meetings with youth, parents, partners, and stakeholders.
- Maintain administrative responsibilities.
 - Maintain strict compliance with YouthZone operational and safety policies, procedures, and standards.
 - Comply with confidentiality practices, HIPAA guidelines, and mandatory reporting of child abuse and/or neglect.
 - Notify Clinical Supervisor immediately regarding interactions with high-risk clients, and/or emergent situations.
 - Complete all required and requested documentation and reports in a timely manner.
- Participate as contributing member of the YouthZone Team.
 - Attend and participate in regularly scheduled mandatory meetings.
 - Participate in organizational activities as directed, in order to meet the goals and objectives of YouthZone.
 - Attend and participate in YouthZone fundraising activities and programs, as directed.
 - Uphold YouthZone's Core Values: *We strive to INSPIRE with Integrity, No judgments, Stewardship, and we believe in Possibilities, Inclusiveness, Restoration and Encouragement.*
- Perform any other duties in service to the successful operation of YouthZone as assigned by the Executive Director or Assistant Director.

Required Skills and Attitudes of YouthZone Team Members

- Organization and time-management skills.
- Advanced interpersonal and communication skills.
- Persistence and assertiveness in advocating for youth.
- Ability to type for purposes of crafting reports and correspondence, and for data entry.
- Willingness to share in office maintenance and upkeep, as directed.
- Commitment to the success of the organization and its programs.
- Reliability, friendliness, and conscientiousness.
- Enduring sense of humor.

Benefits of working at YouthZone

YouthZone is a great place to work! In addition to a healthy, supportive work culture, we offer three hours of weekly exercise time, a health reimbursement arrangement, employee retirement plan, wellness stipend, and the opportunity to be part of a wonderful team consisting of committed and passionate professional optimists.

An offer of employment at YouthZone will be contingent upon the candidate passing a background screening process that includes Colorado Bureau of Investigation fingerprint check of criminal history, Child Abuse Registry check and drug screen. All YouthZone staff must also show proof of auto insurance and submit copies of diplomas and/or certificates of training.

The statements contained herein reflect general details in order to describe the essential functions of the position, as well as the skills and attitudes necessary for success. It should not be considered an all-inclusive listing of work requirements. Individuals may be required to perform other duties as assigned. This job description does not constitute an employment contract and is subject to change as the needs of YouthZone and requirements of the job change.

To Apply

Send current résumé and a cover letter in which you:

- Introduce yourself,
- Highlight your relevant skills, training and experience,
- Explain why you would like to work for YouthZone,
- Describe what you would bring to the YouthZone community as a member of our team.

Email your application materials to careers@youthzone.com.