

**Order Number:**

NY1506706

**Date Job Order Received:**

08/08/2024

**Number of Openings:**

1

**Company Name:**

Pivot Prevention and Health Services

**Job Title:**

Prevention Director

**Minimum Experience Required:**

5 years

**Job Description:**

Pivot, a not-for-profit agency dedicated to improving the health of youth and families across the lifespan in our community through prevention, education, counseling, and advocacy, is seeking a dynamic, self-starting professional to lead its prevention and intervention services in our Lewis County location. Primary job duties of this management level position include the administrative oversight, supervision, and evaluation of school and community-based programs. This position will also be responsible for providing community education regarding prevention of substance misuse and related topics. This position will provide full office administration for the Lewis County office. The applicant must possess excellent communication and leadership skills, public speaking and proven ability to lead a successful team Pivot offers: Competitive salary Medical, Dental, and Vision Plans Retirement Plan Life Insurance Generous paid time off policy Paid sick leave Vast training opportunities Qualifications: Minimum Bachelors Degree in Social Sciences or Human Services and a Qualified Health Professional (CASAC, CPP, LMSW, etc.), Masters preferred. Skills: Excellent communication, management, organizational, and public speaking skills. Experience with program development, implementation, and evaluation. Five years of professional experience with substance abuse prevention and/or program administration preferred; three years of employee oversight and/or supervision preferred. JOB DESCRIPTION Division/Department Lewis County Prevention Job Title Lewis County Prevention Director/Community Educator Reports To Executive Director Type Full-time Part-time Intern Volunteer Compensation Exempt Non-exempt Hours: 35 hrs./week Salary: \$52,050.60 Education/Credential Requirements Minimum Bachelors Degree in Social Sciences or Human Services and a Qualified Health Professional (CASAC, CPP, LMSW, etc.), Masters preferred. Work Experience Requirements Excellent communication, management, organizational, and public speaking skills. Experience with program development, implementation, and evaluation. Five years of professional experience with substance abuse prevention and/or program administration preferred; three years of employee oversight and/or supervision preferred. Job Duties Administration of Community-Based Prevention Programs & Services including contracted program counselors, educators, and assessment specialists. Oversee operation of Evidenced-Based Prevention Curricula including PAX GBG, Too Good Programs and Second Step including development and evaluation. Oversee operation of SOR Prevention Programming including Triple P & Teen Intervene including development and evaluation. Oversee, schedule, develop, and evaluate all other community prevention activities including tabling, Hidden Mischief, presentations, and other activities. Develop annual program work plan in accordance with state and county mandates. Develop employee work plans and job descriptions. Direct the training and provide supervision of program employees. Evaluate program employees. Direct program recordkeeping, adhering to federal, state, and agency confidentiality guidelines when applicable. This is a 70-hour, bi-weekly position. Interested individuals should please submit cover letter and resume prior to August 14, 2024 to Debi Hughes, Director of Administrative Services, 167 Polk Street, Suite 320, Watertown, New York 13601, via

fax to 315.788.4922, via our website <https://pivot2health.com/careers>, or through the on-line submission form. EEO/AA.

**Job Location:**

Lowville, New York

**Pay:**

\$52,050.60 Yearly

**Benefits:**

No benefits mentioned.

**Hours per Week:**

35

**Duration:**

Full Time, Regular

**Work Days:**

Not specified.

**Shift:**

Not specified.

**Public Transportation:**

Information not provided.

**Minimum Education Required:**

Bachelor's Degree

**Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

**How to Apply:**

To apply, contact the employer by telephone, by email, or on-line:

Phone: Hughes, Debi (315) 788-4922

Email: [Dhughes@pivot2health.com](mailto:Dhughes@pivot2health.com)

Web-site: <https://pivot2health.bamboohr.com/careers/108>