



**Vacancy Announcement**

<b>Title:</b> Prevention Supervisor (Full-Time) 35 Hours/Week	
<b>Department:</b> Prevention Services	<b>Status:</b> Non-Exempt
<b>Responsible To:</b> Director of Youth and Prevention Services	<b>Hourly Rate:</b> \$20.00 -\$24.00

**Position Summary:**

The Prevention Supervisor is responsible for the supervision of prevention staff and programming, thoroughly documenting prevention activities in WITNYS, completing the Annual Prevention Report, keeping records of all prevention counseling documents as well as reviewing and signing off on service plans, discharge summaries, and progress notes as they pertain to Prevention Counseling or Teen Intervene.

The Prevention Supervisor may be responsible for teaching and or counseling youth in the prevention programs using evidence-based curriculum in the various elementary and middle schools in Steuben County, as needed. Ability to maintain proper decorum and present a professional presence in the classroom to a variety of age groups. Availability to present alcohol and drug prevention, anti-bullying prevention, along with social-emotional development information in a classroom setting.

Responsible for oversight of documentation of prevention programs provided in schools, centers, classes and individual students. Documentation is required for each class presented. To achieve credit for the program, curriculum must be followed as the program is designed and the end of course survey must be completed by the students.

The Prevention Supervisor may be tasked to develop and administer additional prevention programs, to include Sticker Shock campaigns, Social Host presentations, gambling educational awareness, public service prevention announcements, bulletin boards, art contests and Open House presentations. May be tasked with attending meetings and strategy sessions as requested by the Director.

The Prevention Supervisor will be responsible for gathering data, reports, the OASAS work plan, and annual report with the support and guidance of the Director of Prevention Services. Additional reports may be required and will be assigned by the Director of Prevention Services..

**Hours:**

35 hours per week, Monday through Friday 9 AM - 4:30 PM with one night per week from 10:30 AM - 6 PM. Flexibility is necessary as the schedule may occasionally change based on the needs within the program at the time.

**Agency Culture for Youth Prevention Service Employees:**

The Prevention Supervisor will receive weekly/biweekly supervision from the Director of Youth and Prevention Services. Training to provide direct care services and supervisory skill growth is provided. (i.e. CPR/First Aid, Youth Mental Health First Aid/Mandated Reporting, Ethics, Cultural Competencies, Motivational Interviewing, Teen Intervene, Gambling, SAPST Training, and Trauma Informed Care). They will also receive staff development to further their skillset and knowledge base in SUD Prevention. Supervision is a positive experience for staff and should continue to be.

**Agency Culture for Youth:**

Family Service Society, Inc. seeks to maintain and build a supportive and collaborative environment throughout the CYC and Tree of Dreams, as a youth-friendly environment is vital for youth to feel comfortable and safe. The Prevention Supervisor is encouraged to maintain a fun, friendly, and engaging environment with youth.

**Education and Experience Requirements:**

A bachelor's degree with a minimum of 2 years work experience in a NYS OASAS approved Prevention program is required. Experience in the supervision of staff is preferred. NYS Credential as a Certified Prevention Professional (CPP) is required but will consider a candidate who is a Certified Prevention Specialist (CPS) with a minimum of 3 years working in a NYS OASAS Prevention program, this candidate must be able to apply for a CPP and test within 120 days of accepting the position. Experience working in the WITNYS platform is a plus. Ability to develop and maintain a professional relationship with school administrative staff and teachers while presenting on prevention programs or when teaching OASAS evidence-based curriculum in a classroom is also necessary.

**Employment Opportunity Policy:**

Family Service Society, Inc. is committed to providing a nondiscriminatory employment environment for its employees. The policy of Family Service Society, Inc. is to fully comply with applicable federal, state, and local laws, rules, and regulations in the area of nondiscrimination in employment. Discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), sexual orientation, gender identity, gender national origin, disability, age, genetic information, gender expression, military, and veteran status is prohibited.

**Full-time Employee Benefits:**

Family Service Society, Inc offers robust benefit options to help you maintain overall health and well-being.:

- Medical – 4 different plans are offered to allow employees to choose the right coverage for them
- Dental
- Vision
- Flex Spending Account
- Life Insurance
- 401(K) and Matching
- Employee Assistance Program
- CE trainings

In addition to these benefits full-time employees are given a generous amount of paid time off.

- Vacation, Sick, Floating Holidays, Personal Time, Bereavement Leave
- 12 Paid Holidays/Year

**Contact Information:**

Please complete the online application form and attach a cover letter and resume. Alternatively, candidates can email or mail a cover letter and resume to the contact person below. Applications will be accepted until the position is filled.

**Family Service Society, Inc.**

[charlanowe@familyservicesociety.org](mailto:charlanowe@familyservicesociety.org)  
280 Princeton Ave Ext.  
Corning, NY 14830

**Our Mission Statement:**

Family Service Society, Inc. provides professional counseling and community services that empower individuals and families to deal more effectively with their challenges, enhancing the quality of their lives.

**Our Values:** Empowerment, Integrity, Excellence, Respect, Compassion, and Transparency

