

POSITION DESCRIPTION

POSITION TITLE: BREAKOUT EDUCATOR CATCH MY BREATH

REPORTS TO: BREAKOUT PROGRAM MANAGER

I. POSITION SUMMARY:

Provides Breakout Drug Education in schools. Provides direct service to clients. Provides community outreach. Facilitates "Catch My Breath" classes for youth who violated school vaping rules.

II. DUTIES/RESPONSIBILITIES:

1. *Teach curriculum in schools, community setting and in office, as arranged.
2. *Pre and post testing of participants – including the compilation of school statistic reports.
3. *Reports year-end statistics to Program Manager.
4. *Organize school reports to include short- and long-term statistical results.
5. Schedule school programs as assigned.
6. *Coordinate drug prevention programming in the schools to accommodate school logic models.
7. *Research and develop curriculum as assigned.
8. Responsible for necessary reports to program funders as assigned.
9. *Fulfills the requirements of all agency systems for statistical record keeping, reporting. Program evaluation, quality assurance, internal control and attendance monitoring as appropriate to the position.
10. *Provides support to other Prevention Programs including JUMP and Parent Ed.
 - May facilitate JUMP or Parent Education group classes and/or provide case management support to the clients.
 - May have joint supervision with other Prevention Managers.
11. All other duties as assigned.

III. QUALIFICATIONS:

- A Bachelor's degree from an accredited college or university in education or a human behavioral science, or in another major where 25% of the course credits earned toward the degree are in human behavioral sciences, plus one year experience in prevention education.
- Has obtained a CPS or willingness to enter *development plan with MCBAP
*Must pass test after end of development plan and fully obtain CPS.
- Proficiency with computers.
- Program evaluation experience preferred.
- Demonstrated ability to establish rapport and relationships essential to the position.
- Demonstrated ability to organize and manage tasks relevant to the position.
- Valid driver's license and reliable transportation.
- Group presentation or classroom teaching experience.
- Cultural sensitivity, knowledge of family dynamics and child development.

*Essential job duties per the Americans with Disabilities Act

May 2005, September 2005, October 2005, February 2007, April 2019, September 2020, April 2022

Employee Signature

Date