

## **POSITION DESCRIPTION**

POSITION TITLE: Just Understand My Potential (JUMP) Instructor

REPORTS TO: JUMP Coordinator

### **I. POSITION SUMMARY:**

Coordinates and provides implementation of substance use prevention education and mental health prevention programs in the Just Understand My Potential Program (JUMP). Provides direct service (case management, facilitates educational classes, and individual contacts) to clients, who are at-risk youth, and their parents. Services are delivered in an office, community and school setting. Works as a collaborative member of the Prevention Department at FSCA.

### **II. DUTIES/RESPONSIBILITIES:**

1. Assess initial and ongoing needs of clients and help with determination of services and resources offered.
2. \*Respond to ongoing client needs and assist in securing the necessary services and resources.
3. \*Teach groups utilizing the utilizing evidence-based models, as determined by supervisor and Chief Clinical Officer.
4. \*Provide case management services to youth enrolled in JUMP, assisting them with reducing and removing barriers to being successful in school, at home and in the community.
5. \*Works collaboratively with juvenile courts, probation, JCISD attendance officer, and local school districts.
6. \* Collecting and collating data for evaluation and program tracking:
  - Pre and post testing of participants
  - Program statistic reports
  - Reports year-end statistics to Coordinator.
  - Program reports for funding sources
7. Assist in scheduling JUMP programs.
8. \*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.
9. \* Assists with the monitoring of the JUMP services to ensure contractual compliance as well as maintenance of accreditation and licensing standards, including MCBAP certification.
10. Attend task force and committee meetings and other community meetings that have an impact on Diversion services, as assigned by supervisor or Chief Clinical Officer.
11. \*Responsible for participating in staff meetings, trainings and agency activities, as needed.
12. \*Must represent the agency internally and externally in a positive and professional manner.
13. Maintain flexible hours to meet the needs of students/families on caseload.
14. Promote the Behavioral Health and Diversion services to the community.
15. Supports Prevention programs administrative functions and other tasks as assigned by CCO or direct supervisor.
16. Other duties as they arise and are relevant to program operations.

17. All other duties as assigned.

**III. QUALIFICATIONS:**

- A Bachelor's degree from an accredited college or university in a human behavioral science, or education, or in another major where 25% of the course credits earned toward the degree are in human behavioral sciences, plus 2 years of experience as a social service worker, 2 years of which shall have been in an agency.
- Has or is willing to obtain a MCBAP Certificated Prevention Specialist
- Experience or aptitude in supervision and leadership.
- 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 experience.
- Cultural sensitivity, knowledge of family dynamics and child development.

\*Essential job duties per the Americans with Disabilities Act

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Employee Signature

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Date