

## JOB DESCRIPTION

**JOB TITLE: ADA-PEP Counselor, Part-time**

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**Exempt:** Yes

**Supervisor:** Amy Sansone, EdD

**Employee Name:**

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**SUMMARY:** The focus of this program is to provide substance abuse prevention to schools that contract with OCM BOCES to provide these services. The majority of the work is done using evidence-based programs (EBP's) in classrooms and small groups. In some schools, ADA-PEP counselors also provide prevention counseling, EBP counseling, and early Intervention (e.g., Teen Intervene) to individual students. Services are provided in compliance with the OASAS 2014 Prevention Guidelines and after discussion with school staff regarding specific student needs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Includes the following listed below. Other duties may be assigned.

- Implementation of district work plan.
- Planning and implementation of primary prevention activities for students, including EBP's as included in the work plan and required by OASAS.
- Meeting with the building principal or his/her designee periodically to review the program and whether it meets expectations.
- Interact with school personnel, parents, students, staff, and community groups to offer an understanding of, and assistance in, dealing with alcohol and other drug use as it relates to their own roles and responsibilities.
- Providing resources for classroom teachers for substance abuse prevention.
- Individually counseling students in order to prevent alcohol/drug abuse or to intervene in alcohol/drug abuse problems. Prevention counseling can include screening and assessment, individual counseling, and EBP early intervention activities (e.g., Teen Intervene).
- Communicating with community organizations and agencies for the purpose of program coordination and making referrals.
- Maintaining close communication with the ADA-PEP Coordinator of Youth Development and building administrator to enhance the proper functioning of the total program.
- Maintaining records which are mandated by OASAS and the program director. This would include reports and necessary fiscal records, WITNYS on-line reporting, on-line monthly activity reporting, and maintenance of a participant log for students that have been assessed and provided with counseling.
- Continually updating program with newest information and methods in the field of alcohol and substance abuse.
- Other activities as approved by the Coordinator of Youth Development and building administrator.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with qualified disabilities under the Americans with Disabilities Act to perform the essential functions of this position.

**EDUCATION AND/OR EXPERIENCE:** Master's Degree preferred. Experience and training in alcohol and drug abuse prevention education and counseling. Ability to facilitate prevention groups and related workshops for school staff and community groups.

**OTHER SKILLS AND ABILITIES:** Knowledge of pre-adolescents and adolescents, educational service systems, and community resource people and services. Must have alcohol and drug education materials of all kinds. Desire to receive further training in specific curricula and counseling.

Staff employed by the Diocese of Syracuse will have, at least, an undergraduate degree in human services or equivalent experience in working with school-age children.

**Approved:** \_\_\_\_\_  
Employee Date

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Supervisor Date