

# Hood River County

*Employment Opportunity*

## JOB POSTING

**Hood River County Human Resources**

**Administration Office**

**601 State Street, Hood River, OR. 97031**

**Phone: (541) 386-3970**

**An Equal Opportunity Employer**

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June 2024

Hood River County Prevention

**JOB TITLE: PREVENTION AND EDUCATION SPECIALIST**

**This full-time position requires that you be able to speak Spanish fluently.**

**POSITION:**

This exciting opportunity would be responsible for implementing Alcohol, Tobacco, and Other Drug Prevention plans in Hood River County along with several other duties. The selected candidate will collaborate with the Oregon Health Authority and Health Promotion and Chronic Disease Prevention Division (HPCDP) to meet all federal and state grant requirements.

You will be attending trainings and meetings, and, within two years, will need to obtain Certified Prevention Specialist (CPS) certification through Mental Health & Addiction Certification Board of Oregon (MHACBO).

**IDEAL CANDIDATE:**

**Spanish bilingual/bi-cultural is required.** Are you a Spanish bilingual/bi-cultural communicator who is interested in health and engaged in your community? Are you passionate about healthy living and choices? Are you interested in helping our communities embrace healthy and informed options while becoming fully certified as a Prevention Specialist through your position? You should have experience working with diverse populations, with the capability to engage in public speaking. Bring with you your experience working with K-12 students, practical experience listening in an unbiased manner and respecting the points of views of others. A BA in Social Service, Public Health or related field from an accredited institution would be preferred, however a combination of experience and education will also be considered. Additionally, it is desired that you will have experience implementing programs and strategies. Even if you don't meet every educational criteria or skill listed above, if this sounds like you, please apply.

Hood River County seeks to attract, retain and engage committed, hardworking and thoughtful employees who support our shared goals in the areas of service delivery and responsible stewardship of public resources, and who are excited and energized by the possibilities and opportunities that emerge as we strive to build an ever-better Hood River.

**SALARY RANGE:** \$29.31 to \$43.39 per hour, depending on experience, with a generous employee benefit package, including health, medical, dental, vision and full payment of PERS to include employee contribution.

**APPLICATION:** If this dynamic opportunity is for you, apply to come work with Hood River County. Applicants must complete a Hood River County application attached to this announcement. Job packet may be requested from Hood River County Administration, 601 State Street, Hood River, OR 97031. Completed documents may be emailed to: [cheryl.berger@hoodrivercounty.gov](mailto:cheryl.berger@hoodrivercounty.gov). Or returned via snail mail to the Administration address above. This position is open until filled, with next review date: July 12, 2024.

**Hood River County is an equal opportunity employer.**



## HOOD RIVER COUNTY

*A Small County with a big mission:  
Providing Quality of Life for all.*

FLSA Status: Hourly

Union: NA

Work Comp Code:

EEOC:

Salary Range:

Last Update: August 2022

<b>JOB TITLE</b>	Prevention and Education Specialist
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### Job Summary

Facilitates drop out and substance abuse prevention programming for at risk, universal and indicated clients. Implements substance use prevention plans in Hood River County by coordinating and prevention activities, policies, practices, and procedures per grant requirements.

### Essential Duties

- Delivers educational programs to a variety of diverse audiences, ranging from elementary school through adult.
- Coordinates youth directed prevention media campaign following Prevention Strategic Plan or other Policy Change Model.
- Promotes and presents information to Boards, management, and other applicable stakeholders.
- Assists in the development or selection of a variety of prevention programming opportunities related to targeted groups.
- Assists in developing a variety of strategies in the development of programs.
- Prepares a variety of reports to funding organizations.
- May counsel at risk youth to avoid drop out (under grant program).
- Performs other duties as assigned.

### Knowledge and Skills

- Knowledge of facilitation practices for elementary, middle, and high school youth groups.
- Knowledge of office equipment and standard computer programs.
- Skill in working with diverse populations.
- Skill in oral and written communication in lay terminology for audiences.
- Ability to integrate substance use prevention plans into parent education curriculum.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to establish and maintain effective working relationships with subordinates, peers, supervisors, and the general public.

### Minimum Qualifications

- Bachelor's degree in social service, public health, or a related field.
- Prevention Specialist certification (CPS) within two years of hire date.
- Valid Oregon Driver's license.
- Or an equivalent combination of directly related education and experience.

### Supervision Received and Exercised

- Supervision Received: Prevention Director
- Supervision Exercised: None

### Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing this job, the employee works in an indoor environment with travel to other locations. Employees are frequently exposed to typical non-physical office demands. Employees perform light work.

# Application for Employment

# HOOD RIVER COUNTY

PLEASE PRINT

601 State Street

Hood River, OR 97031

E-Mail: [cheryl.berger@hoodrivercounty.gov](mailto:cheryl.berger@hoodrivercounty.gov)

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

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Position(s) applied for:

Date of application:

Referral Source       Advertisement       Employee       Government Employment Agency  
 Walk-in       Relative       Private Employment Agency  
 HR County Web Site       Other (Name of source if applicable)

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Name:

LAST

FIRST

MIDDLE

Physical Address:

STREET

CITY

STATE

ZIP

Mailing Address:

(type/write SAME if same as physical address)

STREET

CITY

STATE

ZIP

Telephone No.:

Mobile/Other Phone:

Email Address:

If necessary, best time to call you at home is..... AM  
PM

May we contact you at work?.....  Yes  No

If yes, work number and best time to call..... AM  
PM

If you are under 18, and it is required, can you furnish a work permit?.....  Yes  No

If no, please explain:

Did you serve in the US Military?.....  Yes  No

Have you ever been employed here before?.....  Yes  No

If yes, give dates..... From To

Are you legally eligible for employment in this country?.....  Yes  No

Date available for work?.....

Type of employment desired:     Full-Time     Part-Time     Temporary     Seasonal     Educational Co-op

Will you travel if job requires it?.....  Yes  No

Are you able to meet the attendance requirements of the position?.....  Yes  No

Will you work overtime if required?.....  Yes  No

If no, please explain:

# Employment History

Provide the following information for your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary).

#1 EMPLOYER	TELEPHONE	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE				
IMMEDIATE SUPERVISOR AND TITLE				
REASON FOR LEAVING				
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER				
#2 EMPLOYER	TELEPHONE ( )	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
ADDRESS		FROM	TO	
JOB TITLE				
IMMEDIATE SUPERVISOR AND TITLE				
REASON FOR LEAVING				
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER				
#3 EMPLOYER	TELEPHONE ( )	DATES EMPLOYED		
ADDRESS		FROM	TO	
JOB TITLE				
IMMEDIATE SUPERVISOR AND TITLE				
REASON FOR LEAVING				
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER				
#4 EMPLOYER	TELEPHONE ( )	DATES EMPLOYED		
ADDRESS		FROM	TO	
JOB TITLE				
IMMEDIATE SUPERVISOR AND TITLE				
REASON FOR LEAVING				
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER				

## Comments:

**Skills and Qualifications** —Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

## Educational Background (IF JOB RELATED)

**A.** List last three (3) schools attended, starting with most recent. **B.** List number of years completed. **C.** Indicate degree or diploma earned, if any. **D.** Grade Point Average or Class Rank. **E.** Major field of study. **F.** Minor field of study (if applicable).

A. SCHOOL	B. NUMBER OF YEARS COMPLETED	C. DEGREE / DIPLOMA	D. GPA / CLASS RANK	E. MAJOR	F. MINOR

## References

List name and telephone number of three business/work references that are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references that are not related to you.

NAME	TELEPHONE	YEARS KNOWN

## Additional Information

List professional, trade, business, or civic associations and any offices held.

EXCLUDE MEMBERSHIPS, WHICH WOULD REVEAL SEX, RACE, RELIGION, NATIONAL ORIGIN, AGE, COLOR, DISABILITY OR ANY OTHER SIMILARLY PROTECTED STATUS.

ORGANIZATION	OFFICES HELD

List special accomplishments, publications, awards, etc.

EXCLUDE INFORMATION, WHICH WOULD REVEAL SEX, RACE, RELIGION, NATIONAL ORIGIN, AGE, COLOR, DISABILITY OR ANY OTHER SIMILARLY PROTECTED STATUS.

List any additional information you would like us to consider.

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of the application or immediate discharge from the employer's service, whenever it is discovered.

I give the employer the right to contact and obtain information from all references, employers, and educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all persons, corporations or organizations for furnishing such information.

The employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is the company's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_