

## **NORTH CENTRAL BEHAVIORAL HEALTH SYSTEMS, INC.**

**POSITION:** Health Promotions Specialist  
**LOCATION:** LaSalle  
**HOURS:** Full-time (40 hours/week)  
**START DATE:** Available Immediately

### **ESSENTIAL FUNCTION:**

Delivers age specific prevention curriculum to contracted schools. Participates in the selected Prevention and Education initiatives in community setting as well as provides assistance to various community coalitions. Normal hours are Monday – Friday, with occasional evening or weekend events.

Reports to the Prevention Community Relations Coordinator and Vice-President/Chief Operating Officer.

### **RESPONSIBILITIES:**

1. Develops a variety of educational presentations related to substance use and abuse, and violence prevention.
2. Provides education presentations, including seminars and educational programs, to social service agencies, community service providers, school systems, churches, and businesses.
3. Contributes outlines for educational presentations for departmental files.
4. Provides information or educational activities for clients referred by behavioral health staff.
5. Promotes community awareness of ATOD issues in collaboration with Manager of Communications and Marketing, writing press releases for area newspapers, participating in radio shows, etc.
6. Promotes the community's awareness of North Central Behavioral Health Systems, Inc. and its services in this same manner.
7. Maintains all agency materials relating to consultation and education activities and program evaluation.
8. Participates in process and outcome data collection and evaluation methods as required by SAP Prevention Grant.
9. Participates in the DHS Quarterly, Semi-Annual, and Annual Meetings, reviewing evaluation records.
10. Provides technical assistance to community coalitions.
11. Works in tandem collaboration with Community Relations Coordinator to coordinate Annual Teen Showcase Summit.
12. Facilitate (LaSalle County) detention home education program two times per month using curricula based materials which cover various behavioral topics.

The above statements reflect the general duties considered to describe the principal functions of the position identified, and shall not be considered as a detailed description of all the work requirements that may be inherent to the position

**QUALIFICATIONS:**

Bachelor's Degree in the health sciences, behavioral health or education. CHES certification a plus.

Must have excellent presentation skills and be comfortable in a classroom setting for grades 7<sup>th</sup> and 8<sup>th</sup>.

Must be comfortable in working with community stakeholders and community members at large.

Must have excellent communication skills – in particular, oral communication.

Ability to present to all audiences and multiple community sector types.

**If you are interested in this position, please send application/resume to: [hr@ncbhs.org](mailto:hr@ncbhs.org) or mail to NCBHS, PO Box 1488, LaSalle, IL 61301.**