

**Indianhead Community Action Agency  
Job Description**

**TITLE:** Community Prevention Specialist (2 positions)

**POSITION:** Community Prevention Specialist, Ladysmith, Wisconsin providing services for Rusk County, Wisconsin.

**DESCRIPTION:** The Community Prevention Specialist will provide design, coordination, implementation, and evaluation for the prevention programming. This includes organizing and coordinating individuals, public and private agencies and businesses to plan and take action on problems and issues related to drugs, alcohol, and mental health. This position will include public speaking as well as professional use of social media platforms. This will also include assisting in the development of formal liaisons and cooperative relationships with agencies and community partners. To act as an Ambassador to the Agency and Rusk County Youth Council and to reflect all Agency matters in a positive way.

**REQUIREMENTS:** A four year degree in the human services related field or similar personal or professional related experience, related to AODA prevention, preferred; AA degree required. Qualified applicants must have a working knowledge of cultural competency issues as related to program design, application and management. Establish and maintain effective working relationships by using appropriate interpersonal skills. Ability to make independent decisions, including priorities that maximize use of project and departmental resources. Ability to manage work time without direction from supervisor. Applicants must possess the ability to provide leadership and stability for program continuity. Ability to serve as a productive team member on an interdisciplinary team of professionals, respect and respond competently to the culture, traditions, lifestyle, language, and values of individuals and community, maintain professional boundaries and confidentiality. Sets and achieves challenging goals. Ability to handle highly stressful and sensitive situations in a professional manner. Demonstrates self-confidence. Ability to manage time and resources wisely and the ability to embrace change.

**JOB TYPE:** Full-Time

**Starting wage:** \$15.00 - \$20.00 To be considered for an interview, applicants must submit: letters of recommendation, references, transcripts, and verification of degree and license.

Deadline for this position is December 1, 2018.

To Apply, send resume, cover letter and references to: [recruiter@indianheadcaa.org](mailto:recruiter@indianheadcaa.org) or,

ICAA  
P.O. Box 40  
Ladysmith, WI 54848  
ATTN: HR

Phone: 715-532-4222  
Fax: 715-532-7808  
Tdd: 715-532-6333

[www.indianheadcaa.org](http://www.indianheadcaa.org)

We are an equal opportunity employer operating under an approved Affirmative Action Plan. As an equal opportunity employer, we encourage women, minorities and persons with disabilities to apply.