



*Helping Courageous Moms Lift Their Children Out of Homelessness*

## **Position Description**

Title: Youth Addiction Specialist  
Reports to: Staff Clinician

### **SUMMARY:**

Brookview seeks an experienced Youth Addiction Specialist to provide substance misuse prevention services to youth; specializing in supporting youth overcome and/or youth exposed to drug, substance, alcohol and behavioral addictions.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned):**

- Collaborate with schools, parents, teachers, civic organizations, church groups, and other youth and community organizations to provide information and awareness on drugs, alcohol, and tobacco
- Inform parents/guardians about pertinent nearby services for their families
- Maintaining case management records; document all program activities as required, and submit program reports and records according to the agency's established deadlines
- Network with other prevention and social service agencies to include prevention, intervention, treatment, mental health, etc. in order to provide comprehensive services, identify needs, and make referrals as necessary
- Facilitate youth groups
- Participate in health fairs and other community events for the purpose of providing anti-substance use messages
- Assist in providing orientation or information sessions for parents, teachers, staff or administrators in target area school and community sites when requested
- Plan and implement programs focused on leadership and skill building
- Assist in maintaining and updating the agency's community resource list, video reference list, curriculum inventory, program materials inventory, and physical inventory
- Provide in-service training to staff on topics appropriate to expertise, interest, and knowledge
- Attend training, seminars, workshops, and classes to achieve required credentials and continuing education as required

- **SKILLS AND QUALIFICATIONS:**

- Certification as an Addictions Counselor-CADC, CADC II, LADC II, LADC I.
- Degree in Education, Counseling, Social Work, Sociology, Psychology, Health or related field is required
- Employment CORI and fingerprinting required; Cardio-Pulmonary Resuscitation (CPR) and First Aid Certifications must be obtained within 2 months of employment, and certifications must remain current at all times
- Experience working with youth in school or community setting is preferred.
- Excellent verbal and written communication skills
- Knowledge of community resources and working knowledge of mental health issues
- Ability to respond effectively to crisis
- Experience in public speaking is preferred, and prior curriculum implementation is a plus
- Experience in multi-cultural environments is preferred and bi-lingual in English and Spanish is a plus

Submit resumes and cover letters to: [CareerOpportunities@brookviewhouse.org](mailto:CareerOpportunities@brookviewhouse.org)