

178 US Hwy 321 Bypass N., Winnsboro, SC 29180

PARTTIME – Prevention Assistant (Grant Funded)

Fairfield Behavioral Health Services is seeking an energetic and flexible professional to join our prevention team. Must have proficient skills in Microsoft Word, time management, communication, and organization. Ability to exhibit strong leadership skills to enhance community and collaborative partnerships for the **Fairfield Opioid Response Team**.



<https://fairfieldbhs.org/photo-gallery/>

DUTIES AND RESPONSIBILITIES:

- Ensures implementation of 8 opioid/stimulant prevention strategies.
 - Organizes and publishes monthly meetings minutes for the **Fairfield Opioid Response Team** (in person/virtually)
 - Works with **Fairfield Opioid Response Team** to develop important dates and supporting documents for teamwork
 - Assists with planning/coordination of events
 - Coordinates with **Fairfield Opioid Response Team** to ensure accurate data collection processes
 - Monitors and ensures timelines, goals and desired outcomes are achieved
 - Input relevant data in the prevention Mosaix IMPACT database
 - Participate in training and implement the Botvin's Life Skills curriculum

QUALIFICATIONS:

- High school diploma or bachelor's degree in public health, sociology, psychology, criminal justice or related human service field
- One (1) year experience in a health and human services field (*work, volunteer or collegiate*)
- 15 hours a week @ \$14/hr. (*January – September 30, 2021*)

BENEFITS:

- *Eligible* to participate in SC Retirement System
- **Great office space!**

Resumes accepted until position is filled. Please email to:

jjohnson@fairfieldbhs.org