Job title: Assistant Risk Reduction Specialist
Department: Prevention & Wellness Services
Reports to: Director of Prevention & Wellness Services

Summary of Position:
The Assistant Risk Reduction Specialist facilitates risk reduction groups, provides individual screening and personalized assessment feedback, and conducts a variety of outreach programs and educational events for Alcohol & Drug Consultation & Assessment Services (ADCAS).

This position assists in the development and delivery of all ADCAS initiatives, and works as a collaborative member of the Prevention and Wellness Services (PWS) staff to achieve the mission and goals of the department.

Prevention & Wellness Services recognizes the power of a diverse community and strongly encourages applications from individuals with varied experiences, perspectives, and backgrounds to apply for position of Assistant Risk Reduction Specialist at Western Washington University.

This is a permanent, full time, 9 month Professional position reporting to the Director of Prevention & Wellness Services. Some evening hours are required for the delivery of outreach programming. Compensation is commensurate with experience.

Primary Responsibilities & Tasks:

Direct Service, Educational Consultation, and Mentoring 45%
- Facilitate ADCAS individual and group risk reduction sessions utilizing a brief and focused motivational intervention model.
- Provide brief individual risk reduction feedback sessions with students based on their extensive personalized substance use assessment profile.
- Refer students to ADCAS Risk Reduction Specialist and other campus or community resources when appropriate.
- Confirm and ensure that confidentiality is maintained regarding delivery and documentation of all ADCAS services.
- Responsible for timely and accurate data entry and service tracking.
- Create services, materials, and programmatic opportunities that provide support, engagement, development of personal insight, understanding of personal responsibility, and community connection.
- Assist with the training, supervision, and mentorship of Peer Health Educators, student employees, volunteers, and interns.
- Educate professional staff, student employees, other staff, and students on the intersectionality of substance use issues and other critical developmental and social justice issues.

Public Relations/Campus Liaison and Outreach 40%
- Plan and facilitate a wide variety harm reduction/education outreach presentations, programs and events.
- Assist in public relations which may include communications through social networking sites, websites, promotional documents/products, brochure/newsletter, other health promotion material distribution, and the creation of program materials and campaigns.
• Collaborate with other PWS and other WWU staff to ensure successful program/event planning and delivery.
• Use various media platforms to expand delivery of upstream prevention awareness and empowerment to create a culture of caring for and across all student demographic groups on campus.
• Collaborate with PWS Health Promotions and Communications Specialist to create content for the development of effective, culturally relevant informative materials.
• Actively represent Alcohol & Drug Consultation & Assessment Services, and all other services and programs of Prevention and Wellness Services, within the Enrollment & Student Services Division, campus, and local community.
• Participate in a variety of meetings, committees, and other groups to communicate information regarding PWS services, programs, areas of opportunity, and other pertinent information related to alcohol and other drug and Prevention & Wellness Services initiatives.
• Successfully collaborate with a wide variety of campus constituents to address alcohol and other drug issues on campus.

Program Analysis and Departmental Objectives 15%
• Ensure ongoing quality of alcohol and other drug services, outreach, and messaging.
• Assist with assessment of programs and services.
• Develop and maintain effective working relationships with campus service providers and departments to facilitate reciprocal referral of WWU students.
• Collaborate with the PWS staff team to plan and implement PWS initiatives.
• Attend professional development opportunities to support the expansion of competence and effectiveness in the areas of alcohol and other drug knowledge, positive messaging, inclusion, empowerment, and multicultural and cross-cultural proficiency as applied to substance use related issues.

Qualifications:

Required
• Bachelor’s Degree
• Demonstrated knowledge of substance use, abuse and dependence issues
• Demonstration of effective interpersonal, oral, and written communication skills
• Demonstrated ability to work effectively with individuals and groups
• Experience developing informational and training materials
• Demonstrated skill designing and delivering presentations/training
• Experience working with sensitive information in a confidential manner
• Demonstrated ability to work effectively and collaboratively within a team and independently
• Demonstrated ability to provide services/programs to individuals with diverse social identities, including persons of color, LGBTQ individuals and persons with disabilities
• Demonstrated competency with Microsoft Office: word, outlook, excel, and power point

Preferred
• Demonstrated experience training and supervising and mentoring employees, students or volunteers—18-25 age range
• Experience with group facilitation
• Experience utilizing screening tools for alcohol and drug risk reduction
• Knowledge of risk reduction theory and stages of change theory
• Knowledge of social norms theory
• Experience using motivational intervention
• Experience with program planning, creation of learning outcomes and assessment, including outcome analysis
• Experience working with college students in a university setting