

Job Description

Job Title: Problem Gambling Prevention Specialist

Department: Prevention

Reports To: Prevention and Outreach Director

Category: Part Time

FLSA Status: Hourly/ Non-exempt

Prepared By: Prevention and Outreach Director

Prepared/Updated Date: 12/17/19

Approved By: Chief Executive Officer

Approval Date:

Job Summary

Conducts educational programs and trainings for youth, adults, parents and professionals in the prevention of problem gambling related topics; utilizes environmental strategies for problem gambling awareness and law adherence.

Core Responsibilities

Conduct/implement educational programs and trainings for youth, adults, parents and professionals on problem gambling related topics, attempting to alter attitudes and behaviors that cause or aggravate problems among these populations.

Scheduling programs and overseeing registration and fee collection when necessary

Selecting, developing and reviewing appropriate curriculum for presentations

Conducting one time presentations upon request

Providing individual support and referral services to program participants when needed.

Ensuring client satisfaction by designing and implementing participant satisfaction surveys for each ongoing educational program provided

Write and/or assist with writing of program's reports

Maintain professional community relationships; attend any designated community or state meetings

Provide increased community awareness by sponsoring/participating in community events, distributing educational and service materials

Attend and/or complete agency mandated trainings

Expected Hours of Work

Hours are not typical from day to day. Most hours are completed during the hours of 8 - 4, however some weekends and evenings are required.

Supervisory Responsibilities

May require supervising others: Yes No S:\Managers\Human Resources\Job Descriptions\Job Description Template

Required Education and Experience

Minimum qualifications: Bachelor's degree in health education or related field from a four-year college or university; experience in problem gambling prevention preferred.

Competencies

Collaboration skills

Communication proficiency

Customer focus

Flexibility

Initiative

Interpersonal skills

Knowledge

Personal effectiveness

Technical capacity (e.g. knowledge of MS Word, MS Excel)

Strong public speaking skills

Time management

Certificates, Licenses, Registrations

Registered Applicant for Ohio Certified Prevention Specialist, Ohio Certified Prevention Specialist I, II, LISW, LSW, Certified Health Education Specialist, or other ODADAS approved licensure.