

# Youth Substance Use Prevention Educator Tompkins County

**Department:** Tompkins-Seneca-Tioga BOCES

**Classification:** Competitive

**Approved:** 11/2025

**By:** HB, Deputy Commissioner of Human Resources

## **MINIMUM QUALIFICATIONS:**

1. Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree OR

2. Graduation from a regionally accredited or NYS registered college or university with an Associate's degree and two years of full-time paid (or the equivalent part-time and/or volunteer) professional experience working with health education or youth development program implementation, or substance use prevention or intervention programs.

## **SPECIAL REQUIREMENT:**

Must possess and maintain a valid NYS driver's license and be able to meet the transportation requirements of the position.

Tompkins County Government centers diversity, equity, and inclusion. We are committed to the empowerment of employees and residents to dismantle systemic barriers that inhibit inclusive governance and the provision of government services to all. Guided by our values of Respect, Accountability, Integrity, Equity, and Stewardship, we strive to build a workplace and community rooted in trust, belonging, and opportunity for all.

Learn more about our [Strategic Plan](#) and [Institutionalizing Equity Report](#), which embed equity across our operations.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional position responsible for the planning, development and implementation of substance use

prevention programs and brief intervention services. The Youth Substance Use Prevention Educator will primarily be responsible for delivering substance use prevention education lessons for students in grades K-12 and brief intervention services for students experiencing mild to moderate substance use in grades 7-12. This work will take place throughout the TST BOCES region. The Youth Substance Use Prevention Educator will provide alcohol, nicotine, and cannabis prevention lessons for youth K-12 and support the work of building assets and protective factors region wide that decrease risky behaviors and increase healthy decision making. This work is carried out under the direct supervision of the Coordinator of Substance Use Prevention and Intervention. The incumbent will perform all related duties as required.

Within this position there is the opportunity to obtain certification as a Certified Prevention Specialist through the NYS Office of Addiction Supports and Services (OASAS).

**TYPICAL WORK ACTIVITIES:**

- Implement alcohol, tobacco, and cannabis prevention lessons for students K-12
- Facilitate Teen Intervene, a brief intervention for students currently using drugs and/or alcohol
- Refer students participating in brief interventions for substance use to additional community supports and services as needed
- Facilitate social-emotional skill building groups for students in grades K-12
- Develop and present information awareness sessions using local Community Level Youth Development
- Evaluation (CLYDE) data for both students and adults in school and/or community settings
- Research and develop prevention and health educational materials such as flyers, infographics, and Google
- Create slide presentations to aid in education of students, school staff, and community members
- Act as a caring third-party adult/mentor to students K-12 by providing academic, emotional, and social supports
- Facilitate communication and information flow between school staff, students, community agencies, and caregivers
- Meet with pupils, teachers, caregivers, staff and administrators in schools and community settings
- Develop and maintain records for project activities
- Prepare databases to document activities and maintain prevention education programs
- Assist with the preparation and coordination of community/school health needs assessments

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Ability to speak openly, confidently, and comfortably on topics pertaining to substance use and abuse including but not limited to nicotine, alcohol, and cannabis
- Ability to empathetically witness, engage, and support young people as they navigate through difficult life challenges
- Empathy, integrity, courtesy, tact, and good judgement
- Emotional intelligence and a strong sensitivity to the feelings and reactions of others
- Excellent written and verbal skills
- A commitment to one's own health and well-being
- The desire to learn and grow
- Ability to establish and maintain effective working relations with schools, community agencies and groups
- Ability to work independently and ask for guidance and support when needed
- Working knowledge of youth development and social-emotional skill development and/or the desire to learn more
- Working knowledge of the principles and theories of substance use prevention including risk and protective factors and/or the desire to learn more
- Ability to summarize, analyze, and interpret material from a variety of sources
- Ability to maintain records and prepare written reports
- The employee's physical condition shall commensurate with the demands of the position

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