TOMPKINS COUNTY CIVIL SERVICE
VACANCY
Inclusion Through Diversity

OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

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TITLE: Youth Substance Use Prevention Educator

SALARY: $34,850-$41,000

TYPE OF EMPLOYMENT: Full-time

ISSUE DATE: 09/02/26

THE FINAL DATE TO FILE APPLICATIONS: 10/15/26

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 10/16/26

RESIDENCY WAIVED

For more information contract Brandi Remington, 607-257-1551 ext 1015 Position to start as soon as possible.

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

Originally created 11/2025

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FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.
The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at http://www.tompkins-co.org/personnel/CivilSrvForms/index.html

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.â’

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850