



STUDENT ASSISTANT PROGRAM (SAP) LIASION Job Description

POSITION DEFINITION: This full time, ten-month position is responsible to for the implementation of the Student Assistance Program throughout Beaver County. This program provides technical assistance to existing Student Assistance Teams in Beaver County, Commonwealth approved Student Assistance Training for new Team members and crisis intervention as requested by school districts.

MAJOR RESPONSIBILITIES:

TO THE PREVENTION NETWORK:

- Represent the mission statement of The Prevention Network at all times.
- Follow the Policies & Procedures of The Prevention Network.
- Work with other programs of The Prevention Network to ensure collaboration and maximum utilization of agency resources.
- Serve in the capacity of instructor, speaker and trainer as needed.
- Attend agency and program meetings as requested/required.
- Demonstrate a professional leadership image as a representative of the agency.

TO THE ASSIGNED PROGRAM:

- Demonstrates knowledge of the Student Assistance Program to assure program and funded goals are satisfactorily met.
- Assume the responsibility for the coordination and implementation of Student Assistance Program services in Beaver County.
- Responsible for the preparation of monthly SAP agendas and information for distribution to Beaver County SAP teams.
- Meets with SAP Teams
- Provide technical assistance to Beaver County SAP teams by attending SAP team meetings and connecting with SAP team members.
- As D & A and Mental Health Liaison provide technical assistance to SAP Teams regarding alcohol, tobacco, other drugs and mental health student issues and concerns.
- Provide assistance when a student needs to be referred to Crisis for an assessment by making the initial contact to Crisis and providing follow up to the school regarding the crisis assessment outcome when asked by a school.
- Provide information and remove barriers to accessing both D & A and Mental Health Service Providers to SAP Teams and schools.
- Provide Commonwealth Approved Student Assistance Program trainings at least twice a year.
- Provide countywide Team Maintenance at least once a year.
- Provide crisis intervention for local school districts as requested.
- Complete SAP monthly and quarterly reports.
- Attend appropriate regional and state SAP meetings.
- Ensure appropriate utilization of program resources.
- Generate required statistical and narrative reports for program documentation.
- Assist with contracts and proposals for funding of this program as requested.
- Establish and maintain effective relationships with Beaver County school districts, Beaver County Behavioral Health, Beaver County Drug & Alcohol Programs and other community programs that provide support for at-risk youth.
- Continuously increase professional knowledge base to assure quality service.



OTHER RESPONSIBILITIES:

Additional duties assigned as needed.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in human service or education field.
- Current Act 33 and 34 clearances.
- Must be Student Assistance trained.
- School Counseling: 1 year
- Bachelor's Degree
- Driver's License