

Posted 4/20/2026



Unified Community Services
Serving Grant and Iowa Counties

Prevention Specialist

Unified Community Services is seeking a **Prevention Specialist** to lead and support evidence-based substance use prevention efforts serving communities in Grant and Iowa Counties. This professional role helps improve community health by delivering prevention programming, supporting opioid overdose prevention initiatives, reducing stigma, coordinating with local partners, and advancing grant-funded prevention strategies.

Benefit Position: 80 hours bi-weekly; Monday through Friday, 8:00 a.m. to 4:30 p.m.

Rate of Pay (Pending Credentials)

- Prevention Specialist-in-Training: \$25.07 starting hourly pay
- Prevention Specialist with Wisconsin DSPS licensure: \$2,183.20 starting bi-weekly salary

Education & Experience Requirements

- Candidates must have one of the following:
 - Wisconsin Department of Safety and Professional Services (DSPS) licensure as a Prevention Specialist, or
 - Prevention Specialist-in-Training, with progression to full Prevention Specialist licensure within one year of hire.
- Be knowledgeable and skilled in all areas of substance abuse prevention domains as required by DSPS.
- Be knowledgeable and skilled in substance use prevention, including prevention domains, prevention services, and program implementation.

How to Apply

A Grant County application and job description may be obtained on www.co.grant.wi.gov (under employment opportunities) or by contacting Grant County Human Resources (608) 723-2540.

To apply, submit a **letter of interest, resume, and Grant County** application to the below address or email to employment@co.grant.wi.gov.

Screening of applicants will begin immediately and will continue until the position is filled. Submit application, resume, and letter of interest to:

Grant County Human Resources
111 S. Jefferson St.
P.O. Box 529
Lancaster, WI 53813

Grant County is an Affirmative Action/Equal Employment Opportunity employer (AA/EEO). All qualified applicants are encouraged to apply, including minorities, veterans, women, and persons with work-related limitations.

UNIFIED COMMUNITY SERVICES

JOB DESCRIPTION

Prevention Specialist

Fair Labor Standards Act (FLSA) Status: Professional Employee Exemption

Supervisor: Behavioral Health Clinical Supervisor

Position Description Summary:

Provide Substance Abuse Prevention services in compliance with Chapter DHS 75.14 Prevention service.

- A. Provide evidence-based substance abuse prevention services in compliance with Substance Abuse Prevention and Treatment Block Grant (SAPTBG) requirements for Grant, Iowa and Lafayette Counties.
- B. Provide prevention services under the State Opioid Response (SOR) Grant with a goal of reducing opioid (including illicit use of prescription opioids, heroin, and fentanyl and fentanyl analogs) overdose related deaths. The SOR Grant also supports evidence-based prevention services to address stimulant misuse and use disorders, including for cocaine and methamphetamine.

Responsibilities:

- I. Provide Prevention Service in compliance with DHS 75.14
 - A. Provide prevention services making use of universal, selective and indicated measures, with a focus on reducing behaviors and actions that increase the risk of misusing substances or being affected by another person's substance abuse.
 - B. Utilize recognized best practices for evidence-based substance use prevention.
 - C. Utilize all of the following strategies in seeking to prevent substance abuse and its effect: Comprehensive approach, Information dissemination, Education, Alternative activities, Problem identification and stand-alone referral, Environmental, and Community-based process.
 - D. Develop written operational goals and objectives that specify the strategies by which they will be achieved and the target populations served.
 - E. Maintain written documentation of coordination with other human service agencies, organization or services that share similar goals.
 - F. Maintain records on the number of individuals served by implementation of each prevention strategy and retain records for meeting certification and funding requirements.
 - G. Evaluate the views of consumers about the service as they are provided and adjust goals and objectives accordingly,
 - H. Provide individuals with the opportunity to express opinions regarding ongoing services, staff and the methods by which individual prevention activities are offered.
- II. Substance Abuse Prevention and Treatment Block Grant (SAPTBG)
 - A. Provide prevention programs for individuals in Grant, and Iowa Counties who do not require treatment for a substance use disorder, which may include education, mentoring,

and other activities designed to reduce the risk of substance use disorders by individuals. Primary prevention strategies must comply with the Division of Care and Treatment Services (DCTS) Action Memo <https://www.dhs.wisconsin.gov//DCTS/memos/nm201209Action.pdf> requiring the use of evidence-based strategies. Strategies typically funded include: Information dissemination, Education, Alternatives, Problem identification and referral, Community-based process, and Environmental.

- B. No less than 20 percent of SAPTBG funding must be spent on primary AODA prevention services annually.
- C. Collect information necessary to report to DMHSAS's Substance Abuse Prevention-Services Information System (SAP-SIS).

III. SOR Grant

- A. Work on opioid overdose prevention efforts according to SAMHSA guidelines.
- B. Provide information that relates to how overdoses and addiction can involve prescription medications.
- C. Monitor and report related data to stakeholders.
- D. Reduce the stigma and misinformation about who and how opioid overdose happens.
- E. Reach target populations, ADRC, Food bank, etc. with printed material for people that may not have internet access.
- F. Work to partner with first responders/law enforcement to provide training and deliver Narcan/Naloxone.
- G. Advocate with state officials to increase access to harm reduction resources and reduce the stigmas associated with substance misuse.

IV. Other General Responsibilities

- A. Meet with Behavioral Health Clinical Supervisor and/or Agency Director for supervision
- B. Receive ongoing training to improve skills and knowledge in the prevention domains and in the implementation of prevention services. Participate in in-service training and other training opportunities as required and/or approved by supervisor and Agency Director.
- C. Be knowledgeable of and adhere to agency policies and procedures.
- D. Comply with relevant local, state and federal laws.
- E. Dress appropriately for position and function.
- F. Possess valid driver's license and dependable transportation.
- G. Maintain minimum of \$100,000 automobile liability insurance on each vehicle driven for agency business.

V. Other Duties as Assigned

Qualifications:

I. Education, License, and Background Requirements

- A. Wisconsin Department of Safety and Professional Services (DSPS) Licensure
 - Prevention Specialist, or
 - Prevention Specialist-in-Training with progression to Prevention Specialist License within one year of hire
- B. Be knowledgeable and skilled in all areas of substance abuse prevention domains as required by DSPS.
- C. Completion of Caregiver Background Check in accordance with DHS 12, WI Administrative Code, with no crimes or other findings that prohibit employment as a caregiver unless rehabilitation approval is received, and with no convictions that are determined to be substantially related to the care of a client.

II. Knowledge, Skills and Abilities

- A. Be knowledgeable and skilled in areas of substance use prevention, including prevention domains, prevention services, and program implementation.