



**JOB VACANCY ANNOUNCEMENT 18-002
(INTERNAL/EXTERNAL)**

POSITION TITLE: PROGRAM SPECIALIST III
REPORTS TO: PROJECT MANAGER
DEPARTMENT/PROGRAM: HO'ALA HOU

Job Summary.

The responsibilities of the Program Specialist III is client services requiring specialized training at the level of a Bachelor's degree. This position: counsels Project youth and their families; provides services on the awareness of Hawaiian family values; teaches youth planning and organizing skills in implementing alcohol, tobacco and other drug free activities; conducts kukakuka (talk story) sessions with youth, youth groups, and families; and provides substance abuse prevention services.

Duties and Responsibilities.

1. Assists with intake and in-processing procedures for youth and families to participate in the project.
 2. Provides substance abuse prevention services to youth/family.
 3. Provides evidenced based or best practice substance abuse prevention curriculum to youth and families.
 4. Maintains accurate records of each youth for reporting purposes.
 5. Makes presentations on project services to organizations/educational institutions/agencies.
 6. Participates in workshops and conferences to promote activities and services of the Project.
 7. Attends staff development training sessions to improve and enhance quality services to Project youth/family.
 8. Teaches youth to plan, organize and implement cultural activities and excursions.
 9. Assists Manager to prepare reports to the funders.
 10. Services staff in the absence of the Project Manager.
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Interaction.

The Program Specialist III will have contact with youth and their families, educational institutions, community based agencies, and other social service organizations.

Required Job Requirements.

Education and Experience

1. Bachelors Degree in Human Services, Psychology, Education, Sociology, or related field and
2. One (1) year experience in Human Services, Education, or in a related field, which includes experience coordinating, conducting and monitoring youth activities.

POSITION TITLE: PROGRAM SPECIALIST III - HO'ALA HOU

Required Job Requirements. (Continued)

Substitution

1. Associates Degree in Human Services, Psychology, Education, Sociology, or related field and
2. Three (3) years experience in Human Services, Education, or in a related field, when such education and/or Experience provides the functioning level described above.
3. High School diploma or equivalent and
4. Five (5) years experience in Human Services, Education, or in a related field, when such experience provides The functioning level described above.
5. Relevant education above the BA Degree may substitute for experience and relevant experience may substitute for education on a year to year basis.

Skills, Knowledge, and Abilities

1. Skills:
 - a. Interpersonal skills required to establish and maintain good working relationships with youth, their families, and other organizations/agencies.
 - b. Good verbal and writing skills required to prepare clear and concise reports and to communicate effectively with Project youth and their families/significant others, ALU LIKE staff, representatives from the community-at-large, and other organizations/agencies.
 - c. Substance abuse prevention techniques.
 - d. Good follow up skills.
 - e. Tutoring/teaching/counseling skills.
2. Knowledge:
 - a. Hawaiian culture and values.
 - b. Substance abuse prevention techniques.
 - c. Community resources pertaining to Project target groups.
 - d. Confidentiality rules and regulations as they pertain to youth and their families.
 - e. Personal computers and ability to use word processing programs.
3. Ability
 - a. Work independently with minimum supervision, self-motivates, and dependable.
 - b. Evaluate problems, develop effective solutions, and resolve problems.
 - c. Plan, organize, and coordinate cultural/social activities.

Other Requirements

4. Other.
 - a. Valid Hawaii drivers license, current no-fault insurance, and daily access to an automobile.
 - b. Work flexible schedule to include evenings and weekends as needed.

Working Environment.

Provides participant services in various settings (outdoor or in office). Minimum physical labor. Ability to work under pressure and with a wide variety of people.

Desired Requirements.

1. Knowledge of current state and federal labor laws.
2. Knowledge of other ALU LIKE departments.

SALARY:

Salary level 10. 19 hours/week

WORKPLACE:

ALU LIKE, INC.
Kauai Island Center
2970 Kele St #116
Lihue, HI 96766

TO APPLY:

For consideration, qualified applicants must mail, fax, email cover letter and resume to:
ALU LIKE, INC.
Attn: Personnel Officer
2969 Mapunapuna Place, Suite 200
Honolulu, Hawaii 96819
Fax: (808) 524-3670
Email: roperez@alulike.org