



# San Miguel County

Human Resource Office

**Eileen Sedillo, Director**

Chairman: Harold Garcia, District 1 | Vice-Chair: Martin Sena, District 4  
Max Trujillo, District 3 | Kenneth Medina, District 5 | Bernadette Baca, District 2  
County Manager: Joy Ansley | Deputy County Manager: Jesus M. Romero

## SAN MIGUEL COUNTY EMPLOYMENT OPPORTUNITY


San Miguel County is accepting applications for the position of DWI Prevention Specialist with San Miguel County DWI Division. The Prevention Specialist performs a full range of duties in creating and collaborating drug and alcohol prevention activities, in schools and in San Miguel County. Duties include documentation/record keeping, reports, lesson plan creation and continued collaboration as well as a professional working relationship with the Local Schools Districts and other agencies and organizations. The incumbent may also cross train and fill in for other DWI staff, by attending court proceedings, taking payments, and/or scheduling appointments, meeting with DWI offenders, when necessary.

**SALARY RANGE 24:** \$31,198.00 - \$38,998.00

**DEADLINE:** August 21, 2024

Applications and a detailed job description may be picked up from the San Miguel County Human Resource Office located at the San Miguel County Administration Complex, 500 West National, Suite 202. You may also obtain an application and job description on the San Miguel County's Website at [www.co.sanmiguel.nm.us](http://www.co.sanmiguel.nm.us).

San Miguel County is an Equal Opportunity and Affirmative Action Employer. The County reserves the right to reject any and all applications.

  
Joy Ansley, County Manager

8.7.24  
Date

  
Eileen Sedillo, Human Resource Director

8.2.2024  
Date

Published: \_\_\_\_\_, 2024



# *San Miguel County*

## **DWI DIVISION PREVENTION SPECIALIST**

**STATUS:** Full-Time (Grant Funded)  
**FLSA:** Non-Exempt

### **POSITION SUMMARY:**

Under the direct supervision of the San Miguel County DWI Coordinator, this individual's main responsibility is managing all prevention activities for the San Miguel County DWI Program. The Prevention Specialist main responsibility is developing, coordinating and implementing alcohol and substance abuse prevention activities throughout the county. This individual acts as a liaison of the DWI Program, to facilitate our evidence based curriculum in the County's school districts.

The Prevention Specialist performs a full range of duties in creating, and collaborating drug and alcohol prevention activities, in schools and in San Miguel County. Duties include documentation/record keeping, reports, lesson plan creation and continued collaboration as well as a professional working relationship with the Local Schools Districts and other agencies and organizations. The incumbent may also cross train and fill in for other DWI staff, by attending court proceedings, taking payments, and/or scheduling appointments, meeting with DWI offenders, when necessary.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Implementation and facilitation of the DWI Programs prevention and educational, evidence based or promising curriculums regarding alcohol and substance abuse to the three local school districts.
- This individual is responsible for organizing, collaborating, or participating in DWI Prevention, DWI related, San Miguel County, and/or schools or community events.
- Works as a main facilitator by providing support for all DWI prevention efforts by giving oral reports on a regular basis for scheduled meetings, during site visits, through telephone, telecommunication, or other platforms, during staff meetings, and as requested and actively participates in all DWI prevention/educational program activities, as well as technical assistance regarding alcohol and substance abuse for community events. (e.g, health classes, assemblies)
- Attend and complete mandatory meetings, workshops, trainings, courses deemed by the Director, HR Supervisor, or County Manager.
- Must attend, pass and complete all classes as required for receipt of Prevention Specialist Certification within 5 years.
- Provide DWI Related presentations, support, and training to San Miguel County councils, coalitions, and commission.
- Works with local liquor establishments or licensed holders to promote DWI Safety and Awareness and for DWI SAFERIDE.
- Attend all county, school, community, and other meetings deemed necessary in performance of duties.
- Implements and distributes alcohol and drug related literature to local businesses across the county.

- Follows protocol as identified by the New Mexico Department of Finance and Administration (DFA) and performs a DWI Screening according to the amended DWI statute, for new DWI Clients using the Noble Database and ADE.
- May collect monthly fees from Compliance or Tracking clients.
- Attend any court proceedings for the compliance monitor or on the DWI Programs behalf.
- Maintain regular attendance;
- Other duties not specified may be added by the DWI Director or County Manager.

**QUALIFICATIONS:**

- Must have a working knowledge of case management principles and practices.
- Must possess a working knowledge of the New Mexico Judicial System as well as social, economic, cultural and physical factors, and its impact related to DWI.
- Working knowledge of State and Community resources that may benefit the client.
- Must have basic understanding of confidentiality and HIPPA requirements.
- Ability to take direction and perform essential job duties and other assigned responsibilities.
- Working knowledge of computers and electronic data processing, working knowledge of modern office practices and procedures as well as organization and report writing skills.
- Acts as a custodian of documents and records. Establishes and maintains filing systems, controls confidential records and indexes using moderate independent judgment.
- Maintains professional working relationships with Judges, court personnel, and treatment and community services providers as well as the District attorney’s and defense attorneys.
- Persons employed in this position may potentially need to work some evenings and weekends. Must be willing to travel for trainings, meetings etc.

**EXPERIENCE AND EDUCATION:**

Must have a high school diploma or GED, plus any combination of college education and/or experience in business or public administration or in the field of administrative support capacity totaling three (3) years.

Bachelor’s degree from an accredited college with major course work in criminal justice, education, psychology, sociology, criminology, counseling or social work or closely related field is preferred.

**Working Conditions:**

Work is generally performed in an office setting. Manual and finger dexterity required. May be required to lift or push up to 25 lbs. Travel time may be required.

**Physical Requirements:**

Primary Work Positions: Sitting 65%, Standing 15%, Walking 10%, Lifting 10%, Kneeling 5%, Squatting 5%, Driving 5%

*Position specifications are intended to present a descriptive list of the range of duties performed by employees in the position. Specifications are not intended to reflect all duties performed within the job.*

**JOB DESCRIPTION APPROVED BY THE BOARD OF SAN MIGUEL COUNTY  
COMMISSIONERS: September 14, 2021**

  
COUNTY MANAGER

9.16.21  
DATE

  
HUMAN RESOURCE DIRECTOR

9.14.2021  
DATE

  
SUPERVISOR

9/16/21  
DATE

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
DATE