

The 2013 Prevention Specialist Job Analysis identified six performance domains for the IC&RC Prevention Specialist Examination:

Weight on Exam:

1. Planning and Evaluation 30%
2. Prevention Education and Service Delivery 15%
3. Communication 13%
4. Community Organization 15%
5. Public Policy and Environmental Change 12%
6. Professional Growth and Responsibility 15%

Domain 1: Planning and Evaluation

Task 1 Determine the level of community readiness for change.

Knowledge of:

- 1 information gathering and data analysis techniques
- 2 stages of community readiness

Skill In:

- 1 collecting, organizing, and interpreting data
- 2 assessing and building community resources and readiness
- 3 identifying and engaging key stakeholders

Task 2 Identify appropriate methods to gather relevant data for prevention planning.

Knowledge of:

- 1 information gathering and data analysis techniques
- 2 prevention program evaluation instruments/models
- 3 validity and reliability of evaluation instruments/models

Skill In:

- 1 collecting, organizing, and interpreting data
- 2 assessing and building community resources and readiness

Task 3 Identify existing resources available to address the community needs.

Knowledge of:

- 1 information gathering and data analysis techniques
- 2 financial, human, and organizational resources

Skill In:

- 1 assessing and building community resources and readiness
- 2 collecting, organizing, and interpreting data
- 3 capacity building
- 4 community engagement

Task 4 Identify gaps in resources based on the assessment of community conditions.

Knowledge of:

- 1 logic models as a planning and evaluation tool
- 2 information gathering and data analysis techniques
- 3 financial, human, and organizational resources

Skill In:

- 1 assessing and building community resources and readiness
- 2 collecting, organizing, and interpreting data

Task 5 Identify the target audience.

Knowledge of:

- 1 continuum of care
- 2 Risk and Protective Factor Theory and other theories relevant to prevention
- 3 community characteristics

Skill In:

- 1 collecting, organizing, and interpreting data
- 2 cultural responsiveness

Task 6 Identify factors that place persons in the target audience at greater risk for the identified problem.

Knowledge of:

- 1 continuum of care
- 2 Risk and Protective Factor Theory and other theories relevant to prevention
- 3 community characteristics

Skill In:

- 1 information gathering and data analysis
- 2 cultural responsiveness

Task 7 Identify factors that provide protection or resilience for the target audience.

Knowledge of:

- 1 continuum of care
- 2 Risk and Protective Factor Theory and other theories relevant to prevention
- 3 community characteristics

Skill In:

- 1 information gathering and data analysis
- 2 cultural responsiveness

Task 8 Determine priorities based on comprehensive community assessment.

Knowledge of:

- 1 strategies to build community capacity
- 2 logic models as a planning and evaluation tool
- 3 Theory of Change concepts
- 4 problem prioritization strategies

Skill In:

- 1 collecting, organizing, and interpreting data

Task 9 Develop a prevention plan based on research and theory that addresses community needs and desired outcomes.

Knowledge of:

- 1 logic models as a planning and evaluation tool
- 2 Risk and Protective Factor Theory and other theories relevant to prevention
- 3 evidence-based prevention interventions in behavioral health
- 4 components of effective prevention program planning
- 5 community characteristics

Skill In:

- 1 developing and implementing effective, outcome focused prevention programming
- 2 interpreting and applying prevention program evaluation activities
- 3 collecting, organizing, and interpreting data

Task 10 Select prevention strategies, programs, and best practices to meet the identified needs of the community.

Knowledge of:

- 1 Risk and Protective Factor Theory and other theories relevant to prevention
- 2 strategies to build community capacity
- 3 problem prioritization strategies
- 4 evidence-based prevention interventions in behavioral health
- 5 components of effective prevention program planning
- 6 community characteristics

Skill In:

- 1 implementing effective, outcome focused prevention programming
- 2 collecting, organizing, and interpreting data
- 3 cultural responsiveness

Task 11 Implement a strategic planning process that results in the development and implementation of a quality strategic plan.

Knowledge of:

- 1 assessment, capacity building, planning, implementation, and evaluation methods
- 2 sustainability strategies
- 3 cultural diversity

Skill In:

- 1 conducting activities consistent with strategic prevention planning models
- 2 implementing effective, outcome focused prevention programming
- 3 cultural responsiveness

Task 12 Identify appropriate prevention program evaluation strategies.

Knowledge of:

- 1 components of effective prevention program planning
- 2 prevention program evaluation instruments/models
- 3 validity and reliability of evaluation instruments/models

Skill In:

- 1 implementing effective, outcome focused prevention programming
- 2 collecting, organizing, and interpreting data
- 3 interpreting and applying prevention program evaluation findings

Task 13 Administer surveys/pre/posttests at work plan activities.

Knowledge of:

- 1 information gathering and data analysis techniques
- 2 prevention program evaluation instruments/models
- 3 validity and reliability of evaluation instruments/models

Skill In:

- 1 collecting, organizing, and interpreting data

Task 14 Conduct evaluation activities to document program fidelity.

Knowledge of:

- 1 information gathering and data analysis techniques

Skill In:

- 1 collecting, organizing, and interpreting data

Task 15 Collect evaluation documentation for process and outcome measures.

Knowledge of:

- 1 information gathering and data analysis techniques
- 2 prevention program evaluation instruments/models
- 3 validity and reliability of evaluation instruments/models

Skill In:

- 1 collecting, organizing, and interpreting data

Task 16 Evaluate activities and identify opportunities to improve outcomes.

Knowledge of:

- 1 guidelines for program adaptation
- 2 prevention program evaluation instruments/models
- 3 information gathering and data analysis techniques

Skill In:

- 1 collecting, organizing, and interpreting data
- 2 interpreting and applying prevention program evaluation findings

Task 17 Utilize evaluation to enhance sustainability of prevention activities.

Knowledge of:

- 1 strategies needed to build community capacity
- 2 evidence-based prevention interventions in behavioral health
- 3 sustainability strategies
- 4 validity and reliability of evaluation instruments/models

Skill In:

- 1 interpreting and applying prevention program evaluation findings
- 2 collecting, organizing, and interpreting data

Task 18 Provide applicable workgroups with prevention information and other support to meet prevention outcomes.

Knowledge of:

- 1 financial, human, and organizational resources
- 2 strategies to build community capacity
- 3 logic models as planning and evaluation tools
- 4 Risk and Protective Factor Theory and other theories relevant to prevention

Skill In:

- 1 conducting strategic planning activities
- 2 collecting, organizing, and interpreting data

Task 19 Incorporate cultural responsiveness into all planning and evaluation activities.

Knowledge of:

- 1 guidelines for program adaptation
- 2 components of effective prevention program planning
- 3 prevention program evaluation instruments/models
- 4 validity and reliability of evaluation instruments/models

Skill In:

- 1 selecting culturally relevant evaluation instruments/models
- 2 interpreting and applying prevention program evaluation findings

Task 20 Prepare and maintain reports, records, and documents pertaining to funding sources.

Knowledge of:

- 1 financial, human, and organizational resources
- 2 information gathering and data analysis techniques
- 3 best practices in documentation

Skill In:

- 1 collecting, organizing, and interpreting data
- 2 interpreting and applying prevention program evaluation findings

Domain 2: Prevention Education and Service Delivery

Task 1 Coordinate prevention activities.

Knowledge of:

- 1 group processes
- 2 training and group facilitation techniques
- 3 interagency dynamics and/or power relationships
- 4 prevention program best practices and models
- 5 target audience
- 6 financial, human, and organizational resources
- 7 appropriate evaluation instruments and delivery
- 8 culturally appropriate materials for the target audience

Skill In:

- 1 effective written and interpersonal communication
- 2 facilitating group processes
- 3 working within existing organizational and community structures
- 4 working with diverse populations
- 5 following a work plan

Task 2 Implement prevention education and skill development activities appropriate for the target audience.

Knowledge of:

- 1 cultural diversity
- 2 prevention program best practices
- 3 learning styles, instructional strategies, and presentation methods
- 4 Risk and Protective Factor Theory and other theories relevant to prevention
- 5 guidelines for program adaptation
- 6 training and group facilitation techniques
- 7 culturally appropriate materials for the target audience

Skill In:

- 1 demonstrating cultural competence and sensitivity
- 2 obtaining copyright permission prior to implementing copyrighted materials/content
- 3 effective written and interpersonal communication
- 4 facilitating group processes
- 5 working with diverse populations

Task 3 Provide prevention education and skill development programs that contain accurate, relevant, and timely content.

Knowledge of:

- 1 information gathering techniques and data sources
- 2 training evaluation models, instruments, and processes
- 3 cultural diversity
- 4 prevention program best practices
- 5 learning styles, instructional strategies, and presentation methods
- 6 Risk and Protective Factor Theory and other theories relevant to prevention
- 7 guidelines for program adaptation
- 8 training and group facilitation techniques
- 9 current behavioral health trends and research

Skill In:

- 1 collecting, organizing, and interpreting data
- 2 synthesizing prevention theories and models
- 3 interpreting evaluation data and revising programming as necessary
- 4 demonstrating cultural competence and sensitivity
- 5 obtaining copyright permission prior to implementing copyrighted materials/content
- 6 effective written and interpersonal communication
- 7 facilitating group processes
- 8 working with diverse populations
- 9 working within the context of the organizational culture

Task 4 Maintain program fidelity when implementing evidence-based practices.

Knowledge of:

- 1 principles and guidelines of fidelity and adaptation
- 2 prevention intervention protocols

Skill In:

- 1 modifying and implementing instructional materials
- 2 maintaining core components when modifying evidence-based programs

Task 5 Serve as a resource to community members and organizations regarding prevention strategies and best practices.

Knowledge of:

- 1 policies, procedures, and legal/programmatic limitations that guide the practice of related professions
- 2 current evidence-based strategies and best practices
- 3 prevention resources for instructional programming
- 4 current behavioral health trends and research
- 5 Risk and Protective Factor Theory and other theories relevant to prevention
- 6 assessment, capacity building, planning, implementation, and evaluation methods

Skill In:

- 1 implementing evidence-based practices
- 2 networking and outreach to community stakeholders
- 3 providing technical assistance
- 4 effective written and interpersonal communication

Domain 3: Communication

Task 1 Promote programs, services, and activities, and maintain good public relations.

Knowledge of:

- 1 policies, procedures, regulations, and ethical codes that guide interactions with the media and public
- 2 learning styles, instructional strategies, and presentation methods
- 3 cultural diversity and social justice
- 4 media literacy and advocacy
- 5 effective communication methods
- 6 behavioral health promotion
- 7 current behavioral health trends
- 8 media outlets

Skill In:

- 1 developing, modifying, and implementing culturally appropriate materials
- 2 developing and implementing media strategies
- 3 identifying target audience
- 4 advocacy and public health promotion
- 5 effective written and interpersonal communication
- 6 utilizing media outlets
- 7 evaluating effectiveness of media campaign

Task 2 Participate in public awareness campaigns and projects relating to health promotion across continuum of care.

Knowledge of:

- 1 public health models
- 2 information gathering and data analysis techniques
- 3 logic models as planning and evaluation tools
- 4 continuum of care
- 5 community engagement
- 6 behavioral health promotion
- 7 shared risk and protective factors between physical health, substance use, and other behavioral health disorders
- 8 prevention interventions to reduce the factors between physical health disorders such as depression, substance use, and conduct disorders
- 9 current behavioral health trends and research
- 10 local, state, and national behavioral health systems and their strategic goals
- 11 policies, procedures, regulations, and ethical codes that guide interactions with the media and public
- 12 media and advocacy resources
- 13 copyright laws and reference procedures

Skill In:

- 1 identifying target populations
- 2 identifying change agents
- 3 collaboration
- 4 networking
- 5 advocacy and public health promotion
- 6 integrating behavioral and physical health
- 7 effective written and interpersonal communication
- 8 cultural responsiveness
- 9 conducting evaluation methods

Task 3 Identify marketing techniques for prevention programs.

Knowledge of:

- 1 effective marketing strategies
- 2 cultural diversity
- 3 target audience
- 4 media literacy and advocacy
- 5 communication models
- 6 financial, human, and organizational resources
- 7 current trends in media marketing

Skill In:

- 1 collecting, organizing, and interpreting data
- 2 effective written and interpersonal communication
- 3 facilitating focus groups
- 4 engaging the media
- 5 building sustainable relationships and alliances
- 6 creative processes
- 7 involving target audience in all stages of the marketing campaign
- 8 planning a media campaign

Task 4 Apply principles of effective listening.

Knowledge of:

- 1 principles of ethics
- 2 rules/laws related to mandated reporting
- 3 target audience
- 4 interviewing techniques

Skill In:

- 1 effective written and interpersonal communication
- 2 demonstrating cultural competence and sensitivity
- 3 active listening

Task 5 Apply principles of public speaking.

Knowledge of:

- 1 audience characteristics
- 2 culturally appropriate materials for the target audience
- 3 subject matter
- 4 desired outcomes

Skill In:

- 1 effective written and interpersonal communication
- 2 researching topic materials
- 3 organizing presentation logically
- 4 story telling
- 5 leading discussion
- 6 handling unexpected issues
- 7 seeking and utilizing feedback
- 8 identifying appropriate visual aids
- 9 utilizing technological resources in presentation delivery
- 10 building rapport

Task 6 Employ effective facilitation skills.

Knowledge of:

- 1 audience characteristics
- 2 learning styles, instructional strategies, and presentation methods
- 3 subject matter
- 4 meeting agenda
- 5 communication models

Skills in:

- 1 modeling appropriate behaviors and communication skills
- 2 ensuring outcome-based decisions
- 3 creating comfortable environments
- 4 encouraging participation
- 5 preventing and managing conflict
- 6 listening and observation
- 7 facilitating group processes
- 8 ensuring quality decisions
- 9 time management

Task 7 Communicate effectively with various audiences.

Knowledge of:

- 1 group processes
- 2 training and group facilitation techniques
- 3 learning styles, instructional strategies, and presentation methods
- 4 subject matter
- 5 interagency dynamics and/or power relationships
- 6 federal and local confidentiality laws
- 7 audience characteristics
- 8 communication models

Skills In:

- 1 effective written and interpersonal communication
- 2 facilitating group processes
- 3 working within existing community structures and norms
- 4 demonstrating cultural competence and sensitivity
- 5 synthesizing prevention theory and models
- 6 active listening
- 7 seeking and utilizing feedback

Task 8 Demonstrate interpersonal communication competency.

Knowledge of:

- 1 basic communication theories
- 2 learning styles, instructional strategies, and presentation methods

Skill In:

- 1 effective written and interpersonal communication
- 2 networking and outreach to community partners
- 3 facilitating group processes
- 4 cultural competence and sensitivity
- 5 active listening

Domain 4: Community Organization

Task 1 Identify the community demographics and norms.

Knowledge of:

- 1 information gathering techniques and data analysis techniques
- 2 basic terms in epidemiology

Skill In:

- 1 collecting, organizing, and interpreting data
- 2 effective written and interpersonal communication

Task 2 Identify a diverse group of stakeholders to include in prevention programming activities.

Knowledge of:

- 1 cultural diversity
- 2 strategies for engaging community members
- 3 community characteristics
- 4 community sector representatives

Skill In:

- 1 implementing capacity-building strategies among diverse groups
- 2 demonstrating cultural competence and sensitivity
- 3 identifying current and emerging community leaders

Task 3 Build community ownership of prevention programs by collaborating with stakeholders when planning, implementing, and evaluating prevention activities.

Knowledge of:

- 1 capacity-building strategies
- 2 engagement strategies
- 3 effective written and interpersonal communication
- 4 role of community ownership

Skill In:

- 1 identifying current and emerging community leaders
- 2 facilitating group processes
- 3 providing community training
- 4 working with existing organizational and community structures
- 5 fostering shared leadership

Task 4 Offer guidance to stakeholders and community members in mobilizing for community change.

Knowledge of:

- 1 training and group facilitation techniques
- 2 level of community readiness
- 3 assessment, capacity building, planning, implementation, and evaluation methods
- 4 intercommunity organizational structures and patterns of communication
- 5 strategies for moving leaders to higher levels of readiness
- 6 advocacy strategies

Skill In:

- 1 transferring ownership of prevention programs to the community
- 2 increasing level of involvement of local and state organizations and cultural groups
- 3 training, mentoring, and organizing community groups, volunteers, and other stakeholders
- 4 effective written and interpersonal communication

Task 5 Participate in creating and sustaining community-based coalitions.

Knowledge of:

- 1 group processes
- 2 cultural diversity
- 3 identifying current and emerging community leaders
- 4 intercommunity organizational structures and patterns of communication
- 5 interagency dynamics and/or power relationships
- 6 financial, human, and organizational resources
- 7 strategies for engaging community members
- 8 assessment, capacity building, planning, implementation, and evaluation methods

Skill In:

- 1 training, mentoring, and organizing community groups and volunteers
- 2 facilitating group processes
- 3 effective written and interpersonal communication
- 4 cultural responsiveness
- 5 conducting strategic planning activities

Task 6 Develop or assist in developing content and materials for meetings and other related activities.

Knowledge of:

- 1 prevention principles
- 2 evidence-based practices
- 3 Risk and Protective Factor Theory and other theories relevant to prevention
- 4 prevention program evaluation instruments/models
- 5 logic models as a planning tool
- 6 current behavioral health trends and research
- 7 learning styles, instructional strategies, and presentation methods
- 8 resources for education, training, and professional development related to prevention
- 9 culturally appropriate materials for the target audience

Skill In:

- 1 effective written and interpersonal communication
- 2 collecting, organizing, and analyzing data
- 3 developing, modifying, and implementing materials for the target audience

Task 7 Develop strategic alliances with other service providers within the community.

Knowledge of:

- 1 group processes
- 2 cultural diversity
- 3 intercommunity organizational structures and patterns of communication
- 4 interagency dynamics and/or power relationships
- 5 financial, human, and organizational resources

Skill In:

- 1 negotiation
- 2 effective written and interpersonal communication
- 3 networking and outreach to community partners
- 4 building sustainable relationships and alliances
- 5 demonstrating cultural competence and sensitivity

Task 8 Develop collaborative agreements with other service providers within the community.

Knowledge of:

- 1 intercommunity organizational structures and patterns of communication
- 2 policies, procedures, and legal/programmatic limitations that guide the practice of related professions
- 3 key leaders of other services providers
- 4 interagency dynamics and/or power relationships
- 5 elements of formal agreements

Skill In:

- 1 working within existing community structures and norms
- 2 building sustainable relationships and alliances
- 3 effective written and interpersonal communication

Task 9 Participate in behavioral health planning and activities.

Knowledge of:

- 1 local, state, and national behavioral health systems and their strategic goals
- 2 community planning
- 3 current behavioral health trends and research
- 4 continuum of care
- 5 shared risk and protective factors between physical health, substance use, and other behavioral health disorders
- 6 prevention interventions to reduce the incidence of behavioral health disorders such as depression, substance use, and conduct disorders
- 7 behavioral health promotion

Skill In:

- 1 collaboration
- 2 integrating behavioral health and physical health
- 3 networking
- 4 advocacy and public health promotion
- 5 training, mentoring, and organizing community groups and volunteers
- 6 facilitating group processes
- 7 effective written and interpersonal communication
- 8 cultural responsiveness

Domain 5: Public Policy and Environmental Change

Task 1 Provide resources, training, and consultation to promote environmental change.

Knowledge of:

- 1 group processes
- 2 political processes
- 3 environmental change strategies
- 4 information gathering techniques and data sources
- 5 evidence-based prevention policies
- 6 community characteristics
- 7 theory of change
- 8 financial, human, and organizational resources
- 9 learning styles, instructional strategies, and presentation methods
- 10 socioecological systems theories
- 11 public health model

Skill In:

- 1 facilitating groups
- 2 collecting, organizing, and analyzing data
- 3 communicating prevention policies to decision makers
- 4 working within local political systems
- 5 implementing environmental change strategies
- 6 effective written and interpersonal communication
- 7 advocacy in public health promotion and prevention
- 8 public speaking
- 9 training, mentoring, and organizing community groups and volunteers
- 10 providing technical assistance

Task 2 Participate in enforcement initiatives to affect environmental change.

Knowledge of:

- 1 political processes
- 2 environmental change strategies
- 3 information gathering techniques and data sources
- 4 community norms and other characteristics
- 5 theory of change
- 6 financial, human, and organizational resources
- 7 law enforcement and regulatory agencies
- 8 socioecological systems theories
- 9 interagency dynamics and/or power relationships

Skill In:

- 1 collecting, organizing, and analyzing data
- 2 developing and implementing social marketing strategies
- 3 working with political, judicial, and law enforcement systems
- 4 effective written and interpersonal communication
- 5 advocacy in public health promotion and prevention
- 6 public speaking

Task 3 Participate in public policy development to affect environmental change.

Knowledge of:

- 1 political processes
- 2 environmental change strategies
- 3 information gathering techniques and data sources
- 4 community norms and other characteristics
- 5 theory of change
- 6 financial, human, and organizational resources
- 7 socioecological systems theories
- 8 interagency dynamics and/or power relationships
- 9 community characteristics
- 10 public health model
- 11 current behavioral health trends and research

Skill In:

- 1 collecting, organizing, and analyzing data
- 2 developing and implementing social marketing strategies
- 3 working with political, judicial, and law enforcement systems
- 4 effective written and interpersonal communication
- 5 advocacy in public health promotion and prevention
- 6 public speaking
- 7 technical assistance
- 8 resource sharing
- 9 networking and outreach to policy makers

Task 4 Use media strategies to support policy change efforts in the community.

Knowledge of:

- 1 political processes
- 2 media advocacy and outlets
- 3 environmental change strategies
- 4 information gathering techniques and data sources
- 5 financial, human, and organizational resources
- 6 socioecological systems theories
- 7 interagency dynamics and/or power relationships
- 8 community norms and other characteristics
- 9 current behavioral health trends and research

Skill In:

- 1 collecting, organizing, and analyzing data
- 2 developing and implementing social marketing strategies
- 3 working within local political systems
- 4 implementing environmental change strategies
- 5 effective written and interpersonal communication
- 6 advocacy in public health promotion and prevention
- 7 public speaking
- 8 engaging the media
- 9 cultural competence and sensitivity

Task 5 Collaborate with various community groups to develop and strengthen effective policies supporting prevention

Knowledge of:

- 1 group processes
- 2 environmental change strategies
- 3 information gathering techniques and data sources
- 4 evidence-based prevention policies
- 5 training, mentoring, and organizing community groups and volunteers
- 6 community characteristics
- 7 financial, human, and organizational resources
- 8 cultural competence and sensitivity
- 9 interagency dynamics and/or power relationships

Skill In:

- 1 facilitating groups
- 2 collecting, organizing, and analyzing data
- 3 implementing environmental change strategies
- 4 effective written and interpersonal communication
- 5 advocacy in public health promotion and prevention
- 6 cultural competence and sensitivity
- 7 networking and outreach to community stakeholders

Task 6 Advocate to bring about policy and/or environmental change.

Knowledge of:

- 1 political processes
- 2 information gathering techniques and data sources
- 3 evidence-based environmental strategies
- 4 theory of change
- 5 community norms and other characteristics
- 6 financial, human, and organizational resources
- 7 current behavioral health trends and research
- 8 media outlets and resources
- 9 the difference between lobbying and advocacy

Skill In:

- 1 facilitating groups
- 2 collecting, organizing, and analyzing data
- 3 developing and implementing social marketing strategies
- 4 communicating prevention policies to decision makers
- 5 working within local political systems
- 6 implementing environmental change strategies
- 7 effective written and interpersonal communication
- 8 advocacy in public health promotion and prevention
- 9 public speaking
- 10 identifying and engaging change agents and policy makers
- 11 negotiating
- 12 networking and outreach to community stakeholders

Domain 6: Professional Growth and Responsibility

Task 1 Demonstrate knowledge of current prevention theory and practice.

Knowledge of:

- 1 assessment, capacity building, planning, implementation, and evaluation methods
- 2 components of effective prevention program planning
- 3 continuum of care
- 4 cultural diversity
- 5 current behavioral health trends and research
- 6 current evidence-based prevention interventions in behavioral health
- 7 financial, human, and organizational resources
- 8 group processes
- 9 guidelines for program fidelity and adaptation
- 10 personal biases, beliefs, limitations, and cultural assumptions
- 11 professional associations and organizations related to behavioral health
- 12 professional codes of conduct/ethics related to the prevention profession
- 13 public health model
- 14 Risk and Protective Factor Theory and other theories related to prevention
- 15 shared risk and protective factors between physical health, substance use, and other behavioral health disorders
- 16 sustainability strategies
- 17 the process of addiction, its effect on the brain, developmental processes and family systems
- 18 theory of change

Skill In:

- 1 applying current prevention theory and evidence-based practice to prevention work
- 2 conducting comprehensive strategic planning activities
- 3 demonstrating cultural competence and sensitivity
- 4 effective written and interpersonal communication
- 5 facilitating group processes
- 6 following a work plan
- 7 maintaining fidelity when adapting evidence-based programs
- 8 working collaboratively within the public health system

Task 2 Adhere to all legal, professional, and ethical principles.

Knowledge of:

- 1 principles of ethics
- 2 professional codes of conduct/ethics related to the prevention profession
- 3 advocacy guidelines
- 4 basic budget requirements set by funders
- 5 federal and local confidentiality laws
- 6 laws related to the reporting of abuse and neglect
- 7 personal biases, beliefs, limitations, and cultural assumptions
- 8 policies, procedures, and legal/programmatic limitations that guide the practice of related professions
- 9 recipient rights and informed consent
- 10 copyright laws and reference procedures

Skill In:

- 1 applying current prevention theory and evidence-based practice to prevention work
- 2 applying federal and local mandates regarding confidentiality and reporting of suspected abuse and neglect of service recipients
- 3 demonstrating cultural competence and sensitivity
- 4 demonstrating ethical decision-making in prevention work
- 5 demonstrating personal use of strategies for healthy living
- 6 obtaining informed consent of participants
- 7 continuing professional development through education, self-evaluation, supervision, and consultation to maintain competence and enhance professional effectiveness
- 8 implementing strategies to ensure the safety of program participants

Task 3 Demonstrate cultural responsiveness as a prevention professional.

Knowledge of:

- 1 creative and adaptive uses of community resources
- 2 cultural characteristics that influence attitudes, behaviors, and perceptions that relate to substance use and mental health
- 3 culturally appropriate materials for the target audience
- 4 personal biases, beliefs, limitations, and cultural assumptions
- 5 professional codes of conduct/ethics related to the prevention profession
- 6 health disparities that impact diverse communities
- 7 importance of diverse representation in planning

Skill In:

- 1 active listening
- 2 modeling cultural competence and sensitivity
- 3 developing, modifying, and implementing culturally appropriate materials
- 4 effective written and interpersonal communication and facilitation skills
- 5 encouraging multiple perspectives
- 6 networking and relationship building
- 7 working with diverse populations
- 8 working within existing organizational and community structures

Task 4 Demonstrate self-care consistent with prevention messages.

Knowledge of:

- 1 organization and community resources that support health and well-being
- 2 healthy living strategies
- 3 personal biases, beliefs, limitations, and cultural assumptions
- 4 professional codes of conduct/ethics related to the prevention profession
- 5 resources for education, training, and professional development related to prevention
- 6 conflict resolution strategies

Skill In:

- 1 demonstrating personal use of strategies for healthy living
- 2 modeling appropriate behaviors and communication skills
- 3 preventing and managing conflict
- 4 seeking and utilizing feedback from peers
- 5 recognizing personal limitations and seeking assistance when needed

Task 5 Recognize importance of participation in professional associations locally, statewide, and nationally.

Knowledge of:

- 1 advocacy strategies
- 2 current behavioral health systems of care
- 3 elements of formal agreements
- 4 financial, human, and organizational resources
- 5 organizational dynamics and characteristics
- 6 interagency dynamics and/or power relationships
- 7 local, state, and national stakeholders
- 8 local, state, and national behavioral health systems and their strategic goals
- 9 policies, procedures, and legal/programmatic processes that guide the practice of related professions
- 10 professional associations and organizations related to behavioral health
- 11 working within the context of the organizational culture
- 12 intercommunity organizational structures and patterns of communication

Skill In:

- 1 public health advocacy
- 2 training, mentoring, and organizing community groups and volunteers
- 3 working collaboratively within the public health system
- 4 working within local political systems
- 5 effective written and interpersonal communication and facilitation
- 6 networking and relationship building

Task 6 Demonstrate responsible and ethical use of public and private funds.

Knowledge of:

- 1 advocacy strategies
- 2 basic budget requirements/guidelines set by funders and organizational policy
- 3 regulations and practices regarding ethical fundraising
- 4 professional codes of conduct/ethics related to the prevention profession
- 5 elements of formal agreements
- 6 conflicts of interest

Skill In:

- 1 collecting, organizing, analyzing, and reporting funding data
- 2 demonstrating ethical decision-making in prevention work
- 3 following a work plan
- 4 adhering to budget requirements/guidelines
- 5 applying professional codes of conduct/ethics related to the prevention profession

Task 7 Advocate for health promotion and prevention across the life span.

Knowledge of:

- 1 advocacy strategies
- 2 behavioral health promotion
- 3 health disparities that impact diverse communities
- 4 current behavioral health systems of care, theory, and practice
- 5 current behavioral health trends and research
- 6 effective communication methods
- 7 environmental change strategies
- 8 healthy living strategies

- 9 collecting, organizing, analyzing, and reporting data and information
- 10 media and advocacy resources
- 11 political processes
- 12 professional associations and organizations related to behavioral health
- 13 resources for education, training, and professional development related to prevention

Skill In:

- 1 advocacy in public health promotion and prevention
- 2 collecting, organizing, and analyzing data
- 3 communicating health disparities that impact diverse communities
- 4 demonstrating personal use of strategies for healthy living
- 5 effective written and interpersonal communication
- 6 engaging the media
- 7 facilitating group processes
- 8 identifying target audience
- 9 implementing environmental change strategies
- 10 networking and relationship building
- 11 identifying change agents

Task 8 Advocate for healthy and safe communities.

Knowledge of:

- 1 advocacy strategies
- 2 behavioral health promotion
- 3 health disparities that impact diverse communities
- 4 current behavioral health systems of care, theory, and practice
- 5 current behavioral health trends and research
- 6 effective communication methods
- 7 environmental change strategies
- 8 healthy living strategies
- 9 collecting, organizing, analyzing, and reporting data and information
- 10 media and advocacy resources
- 11 political processes
- 12 professional associations and organizations related to behavioral health
- 13 resources for education, training, and professional development related to prevention
- 14 community based processes
- 15 federal and local confidentiality laws

Skill In:

- 1 advocacy in public health promotion and prevention
- 2 collecting, organizing, and analyzing data
- 3 communicating health disparities that impact diverse communities
- 4 demonstrating personal use of strategies for healthy living
- 5 effective written and interpersonal communication
- 6 engaging the media
- 7 facilitating group processes
- 8 identifying target audience
- 9 implementing environmental change strategies
- 10 networking and relationship building
- 11 identifying change agents
- 12 working with diverse populations

Task 9 Demonstrate knowledge of current issues of addiction.

Knowledge of:

- 1 health disparities that impact diverse communities
- 2 current behavioral health systems of care, theory, and practice
- 3 biases, beliefs, and cultural assumptions related to addictions
- 4 signs, symptoms, and progressive stages of addiction
- 5 addicted family dynamics
- 6 effects of drugs on the brain and the body
- 7 health promotion and prevention within the continuum of care
- 8 prevention within a Recovery Oriented System of Care (ROSC)
- 9 co-occurring disorders

Skill In:

- 1 applying current prevention theory and evidence-based practice to prevention work
- 2 demonstrating cultural competence and sensitivity
- 3 working collaboratively within the public health system
- 4 identifying signs, symptoms, and progressive stages of addiction
- 5 brief intervention and referral

Task 10 Demonstrate knowledge of current issues of mental, emotional, and behavioral health.

Knowledge of:

- 1 the effects of mental, emotional, and behavioral health on the family
- 2 co-occurring disorders
- 3 biases, beliefs, and cultural assumptions related to addictions
- 4 healthy living strategies and wellness promotion
- 5 health disparities that impact diverse communities
- 6 current behavioral health systems of care, theory, and practice
- 7 evidence-based environmental strategies

Skill In:

- 1 applying current prevention theory and evidence-based practice to prevention work
- 2 working collaboratively within the public health system
- 3 demonstrating cultural competence and sensitivity
- 4 public health advocacy
- 5 identifying signs and symptoms of mental, emotional, and behavioral health issues
- 6 brief intervention and referral