

PS-C

Maine Prevention Certification Board

>Reference Form< for

Certified Prevention Specialist (PS-C)

Name of Applicant: _____

This is a recommendation from: _____ **Peer** _____ **Supervisor**

Dear Prevention Colleague:

Your cooperation in providing a candid evaluation of the above named applicant's ability to perform as a Prevention Specialist will be appreciated. The Maine Prevention Certification board will hold this letter confidential. When you have completed this form, please sign and return to the Maine Prevention Certification Board.

1. How long have you known the applicant and in what capacity?

2. In comparison with others with whom you have worked, please rate the applicant in the following areas (see attached domain description):

	Unable to Judge	Below Average	Average	Above Average
Planning and Evaluation	_____	_____	_____	_____
Prevention Education and Service Delivery	_____	_____	_____	_____
Community Organization	_____	_____	_____	_____
Public Policy and Organizational Change	_____	_____	_____	_____
Professional Growth and Responsibility	_____	_____	_____	_____
Communication	_____	_____	_____	_____

3. Please share any further observations you may have regarding the candidate's work as a Prevention Specialist, or expand upon your ratings from question #2 here:

4. Please check the category below that most accurately summarizes your recommendation:

- Highly recommended
- Recommended
- Recommended with reservations
- Not recommended

Signature _____ Date _____

Name: _____

Position: _____

Organization/Institution: _____

Address: _____

Telephone Number: _____

Email Address: _____

DO NOT RETURN TO CANDIDATE

Please return both pages of the reference form to:

info@mainepreventioncertification.org

or mail to: **The Maine Certification Board
C/O AdCare Educational Institute
6 East Chestnut St., Suite 101, Augusta, Maine 04330
(207) 626 -3615
<http://www.mainepreventioncertification.org>**

IC&RC PREVENTION PERFORMANCE DOMAINS

Domain 1: Planning and Evaluation

- Determine the level of community readiness for change.
- Identify appropriate methods to gather relevant data for prevention planning.
- Identify existing resources available to address the community needs.
- Identify gaps in resources based on the assessment of community conditions.
- Identify the target audience.
- Identify factors that place persons in the target audience at greater risk for the identified problem.
- Identify factors that provide protection or resilience for the target audience.
- Determine priorities based on comprehensive community assessment.
- Develop a prevention plan based on research and theory that addresses community needs and desired outcomes.
- Select prevention strategies, programs, and best practices to meet the identified needs of the community.
- Implement a strategic planning process that results in the development and implementation of a quality strategic plan.
- Identify appropriate prevention program evaluation strategies.
- Administer surveys/pre/posttests at work plan activities.
- Conduct evaluation activities to document program fidelity.
- Collect evaluation documentation for process and outcome measures.
- Evaluate activities and identify opportunities to improve outcomes.
- Utilize evaluation to enhance sustainability of prevention activities.
- Provide applicable workgroups with prevention information and other support to meet prevention outcomes.
- Incorporate cultural responsiveness into all planning and evaluation activities.
- Prepare and maintain reports, records, and documents pertaining to funding sources.

Domain 2: Prevention Education and Service Delivery

- Coordinate prevention activities.
- Implement prevention education and skill development activities appropriate for the target audience.
- Provide prevention education & skill development programs that contain accurate, relevant, and timely content.
- Maintain program fidelity when implementing evidence-based practices.
- Serve as a resource to community members and organizations regarding prevention strategies and best practices.

Domain 3: Communication

- Promote programs, services, activities, and maintain good public relations.
- Participate in public awareness campaigns & projects relating to health promotion across the continuum of care.
- Identify marketing techniques for prevention programs.
- Apply principles of effective listening.
- Apply principles of public speaking.
- Employ effective facilitation skills.
- Communicate effectively with various audiences.
- Demonstrate interpersonal communication competency.

Domain 4: Community Organization

- Identify the community demographics and norms.
- Identify a diverse group of stakeholders to include in prevention programming activities.
- Build community ownership of prevention programs by collaborating with stakeholders when planning, implementing, and evaluating prevention activities.
- Offer guidance to stakeholders and community members in mobilizing for community change.
- Participate in creating and sustaining community-based coalitions.
- Develop or assist in developing content and materials for meetings and other related activities.
- Develop strategic alliances with other service providers within the community.
- Develop collaborative agreements with other service providers within the community.
- Participate in behavioral health planning and activities.

Domain 5: Public Policy and Environmental Change

- Provide resources, trainings, and consultations that promote environmental change.
- Participate in enforcement initiatives to affect environmental change.
- Participate in public policy development to affect environmental change.
- Use media strategies to support policy change efforts in the community.
- Collaborate with various community groups to develop and strengthen effective policy.
- Advocate to bring about policy and/or environmental change.

Domain 6: Professional Growth and Responsibility

- Demonstrate knowledge of current prevention theory and practice.
- Adhere to all legal, professional, and ethical principles.
- Demonstrate cultural responsiveness as prevention professional.
- Demonstrate self-care consistent with prevention messages.
- Recognize importance of participation in professional associations locally, statewide, and nationally.
- Demonstrate responsible and ethical use of public and private funds.
- Advocate for health promotion across the life span.
- Advocate for healthy and safe communities.
- Demonstrate knowledge of current issues of addiction.
- Demonstrate knowledge of current issues of mental, emotional, and behavioral health.