

Sherman County Prevention Coordinator

Job Description

JOB TITLE: Prevention Coordinator

EXEMPT: Yes

REPORTS TO: Sherman County Judge and County Commissioners

SHERMAN COUNTY PREVENTION COORDINATOR:

Regular part-time, salaried position, 20-24 hours per week or 0.50/0.60 FTE

GENERAL STATEMENT OF DUTIES: Plans, develops, organizes, implements, and evaluates all functions of substance abuse and other risky behavior prevention. Works collaboratively in partnership with the community, schools, and other agencies to coordinate prevention efforts in Sherman County.

SUPERVISION RECEIVED: Works under the direct supervision of the Sherman County Judge and County Commissioners, subject to Sherman County Personnel Policies.

ESSENTIAL DUTIES:

Prevention Coalition:

1. Facilitate and provide staff support to a Prevention Coalition active in Sherman County, including meeting notification, distribution of documents, preparation, logistics organization and related tasks.
2. Administer the policies and programs adopted by the Prevention Coalition.
3. Secures the active participation of and facilitates partnerships among local Commissioners and other groups through a collaborative process.
4. Provides for community participation in the planning process.
5. Provide data to the Prevention Coalition to assist in the identification of and strategic planning towards local Alcohol, Tobacco and Other Drug (ATOD) issues in Sherman County.

Coordination:

1. Network regionally and statewide with ATOD representatives.
2. Assist County Court in ATOD prevention planning, analyzing resources and needs, emphasis on keeping the community aware of all ATOD related issues.
3. Develop and implement a county wide ATOD Prevention Plan based on behavioral health promotion and prevention of risky behaviors of youth.
4. Act as a liaison between Sherman County, local Prevention Coalition and Oregon Health Authority.
5. Monitor development and compliance of County and local ATOD prevention programs, strategies, and efforts.

6. Performs other related duties as assigned.

Correspondence:

1. Receive and distribute incoming and outgoing communication related to the Coalition via email, telephone, electronic messages, and in-person visits. This position is currently located in an unstaffed office and this position is required to ensure easy and ongoing access to information, even when out of the office.
2. Generate reports and correspondence as required by County, State and Federal agencies, to include the State of Oregon Health Authority.
3. Complete surveys and other information requests on behalf of the County
4. Complete applications for prevention funds for project operation and continuance. Seek grant funding when appropriate and approved by the County.

DESIRABLE QUALIFICATIONS:

1. **Abilities:** Effective communication skills, written and oral; works independently with initiative, making decisions independently and using effective time management; operation of modern office equipment, computer systems and programs; maintains confidentiality; maintains records, reports and statistical data; independent decision making in accordance with established policies and initiative and judgment when carrying out tasks and assuming responsibilities with general instructions and guidance; serving the public, other County personnel, organizations and executives and officials from other agencies with tact and judgment.
2. **Knowledge:** Thorough understanding and effective use of standard office procedures and practices. Capacity to gather and organize data; grants management and fiscal coordination. The ability to coordinate diverse activities and work independently; to effectively present information and respond to questions.
3. **Special Qualifications:** Valid Oregon driver's license and insurance as required by the State of Oregon, reliable transportation and the ability to travel frequently in the region. Must pass a criminal background check.

EDUCATION AND/OR EXPERIENCE:

High school graduate, preferably followed by college or business school training, at least three years experience in prevention programming or suitable comparable experience.

PHYSICAL DEMANDS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to sit, talk, see, hear, walk, handle objects, tools, standard keyboards of office equipment, and reach with arms and hands.
2. The employee must frequently lift and/or move objects up to 10 pounds, and occasionally lift or move objects up to 25 pounds.
3. Specific vision abilities required by this job include close vision and the ability to adjust focus.

EVALUATION:

The Prevention Coordinator's work is evaluated formally once each year by the assigned Supervisor. Interim reviews are conducted through informal conferences and status reports.

I, _____, have read and agree to the functions, responsibilities, requirements and demands of the position description above.

Employee signature

Date

Supervisor signature

Date