

Town of Somers
JOB DESCRIPTION

TITLE: Substance Use Prevention Coordinator
DEPARTMENT: Human Services
REPORTS TO: Director of Human Services

GENERAL DESCRIPTION:

The Substance Use Prevention Coordinator is the Town's prevention specialist who leads the community's substance use prevention and intervention efforts. The Coordinator is responsible for implementing substance use prevention programs for the Town, including developing, coordinating, and evaluating substance use prevention initiatives. Provides school and community-based outreach services to youth. Works closely with the Regional Substance Abuse Prevention Council, Somers Comes Together (our Local Prevention Council), the Police and Fire Departments, Social & Youth Services, and Somers Public Schools.

ESSENTIAL DUTIES:

1. Assesses the needs of the community and develop educational and practical support resources.
2. Becomes immersed in the existing programming, grant requirements, framework, and culture of the program and the department, gaining insight and trust.
3. Collaborates with other substance use professionals through meetings, facility tours, program observation, and coaching.
4. Identifies, encourages, and facilitates the participation of all segments of the community to develop and implement substance use prevention programs for youth, parents, and the community at large.
5. Develops or implements workshops, trainings, focus groups, and other community convenings for youth, parents, and the community.
6. Provides outreach services to youth and parents through school-based and community initiatives.
7. Coordinates grants of substance use prevention initiatives as required to ensure ongoing compliance with contractual obligations.
8. Maintains data and serves as a liaison for the Town and the Regional Prevention Council.
9. Creates information dissemination strategies for the public on awareness, events, exhibits, and presentations.
10. Develops informational/educational, promotional, and training materials to ensure success of programs using brochures, flyers, pamphlets, and newspapers.
11. Prepares and presents statistical data and narrative reports in oral and written form.

OTHER DUTIES:

1. Regularly monitors substance use data and trends in the community, other local prevention efforts, and the work of collaborative partners.
2. Evaluates substance use prevention programs that are already being implemented in the community.
3. Gathers relevant resources and provides information and referral to individuals and community groups as needed.
4. Performs other duties as required.

CONFIDENTIALITY:

- Maintains confidentiality of records and information in compliance with town requirements, HIPAA, etc.

CONDUCT:

- Observes safe work practices.
- Consistently demonstrates a high level of emotional intelligence and represents the Town in a professional and courteous manner at all times.

DEPENDABILITY:

- Regularly attends and is punctual for work and work-related commitments.

QUALIFICATIONS PROFILE:

- Practical knowledge about the world of substance use prevention, existing programs, such as Drug Free Communities, community resources, and opportunities.
- Demonstrates excellent judgement, thrives when working independently or when collaborating with others.
- Demonstrates cultural competence and cultural effectiveness in all aspects of the job.
- Is an efficient, curious, and enthusiastic learner.
- Excellent organizational skills to effectively manage and maintain multiple priorities.
- Excellent public speaking and presentation skills.
- Demonstrated knowledge of present and historical substance abuse prevention models.
- Experienced in curriculum development and delivery of prevention programs.
- Maintains continuing awareness of prevention programs and be able to apply them to the community.

PHYSICAL/MENTAL REQUIREMENTS:

- Must be able to push/pull/lift objects of less than twenty (20) pounds; able to sit or stand for prolonged periods. Able to perform manipulative skills which require hand-eye coordination such as keyboard skills.
- Must be able to see objects as in reading a document.
- Must be able to hear normal sounds with background noise, distinguish voice patterns and communicate with speech as in using a telephone and making presentations.
- Must be able to pay attention to detail and concentrate for sixty (60) minutes or more with constant interruptions, remember multiple assignments given over long periods of time, and understand the theories behind several related concepts.

MINIMUM TRAINING AND EXPERIENCE:

- Bachelor's Degree in Education, Social Work, or other family/youth/community/nonprofit focus or closely related field from an accredited university.
- One year of experience in prevention/positive youth development program planning and delivery.

LICENSE OR CERTIFICATION:

- Must have a valid Driver's License.
- Must hold a Prevention Professional Certification or be able to obtain certification within one year of hire.

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Incumbent must be able to perform essential duties with or without reasonable accommodation.