



## **Position Description Prevention Coordinator**

<b>Reports To:</b>	Executive Director
<b>Date Prepared:</b>	May 24, 2018
<b>Supervisory Responsibilities:</b>	NA
<b>FLSA Status:</b>	Exempt

### **Position Summary:**

The Prevention Coordinator is a full-time position that assists the Montgomery County Collaboration Council for Children, Youth and Families in its efforts to reduce the use of alcohol, tobacco, and drugs by youth and young adults, as well as engage community stakeholders in encouraging positive youth development. The Prevention Coordinator is an employee of the Montgomery County Collaboration Council, the local management board for Montgomery County, and will be supervised by the Executive Director.

### **Primary Responsibilities:**

The Prevention Coordinator must be responsible for the following:

1. Sustain the County's Substance Abuse Prevention Alliance (SAPA) known as the Many Voices for Smart Choices (MVSC) alliance consisting of representatives from the following sectors: youth, parents of youth, business community, media, schools, youth-serving organizations, law enforcement agencies, faith based or fraternal organizations, civic and volunteer groups, health care professionals, Montgomery County government, and other organizations involved in reducing alcohol, tobacco, and other illegal substance use;
2. Coordinate and lead monthly SAPA, also known as MVSC alliance meetings and ensure participation of the sectors listed above;
3. Record and provide minutes from the SAPA/MVSC alliance meetings and updates (current activities, legislative advocacy issues, media activities, current research, best practices, and data about underage alcohol use etc.) to SAPA/MVSC alliance members, staffing for committees, and task forces of the program.
4. Coordinate Montgomery County's SAPA program actualization by coordinating the Community SAP needs assessment, capacity building, strategic planning reviews, and overseeing the implementation of approved environmental strategies and the evaluation of the implemented SAP activity(ies), following the (Maryland Strategic Plan Framework) MSPF.
5. Ensure that SAPA related activities provide culturally and linguistically appropriate communications activities to reach segments of the population that are disproportionately affected by alcohol, tobacco, and other substance related disorders.
6. Collect and enter agreed upon data in the Maryland Behavioral Health Administration Minimum Data Set on a monthly basis.
7. Interact with the Collaboration Council and other stakeholders to deliver activities that address Goals II and III of the Montgomery County Department of Health and Human Services (MCDHHS) Substance Abuse Block Grant (SABG) and the Opioid Misuse Prevention Program (OMPP) grant;

8. training and technical assistance to those who work with youth and other stakeholders; and provide education, training and direct services to prevent substance abuse.
9. Perform administrative tasks which include arranging, preparing and conducting MVSC monthly team meetings, compiling meeting minutes, drafting monthly county reports, submitting quarterly performance reports. Work closely with the DHHS Prevention Coordinator, Executive Director and coalition leadership.
10. Through marketing and promotional activities, expand the drug and take-back programs; work with a communications firm to develop a public relations campaign about opioid use; create media campaigns for SABG with a media company.
11. Create and manage budgets for new fiscal year; includes budgets for OMPP and SABG; monitor budgets and expenses throughout the year and completes budget modifications as necessary; coordinates strategic planning for OMPP.
12. Monitor contracts from multiple vendors and complete invoices for payment of vendors;
13. Coordinate 3-4 community forums; participate in multiple meetings with outside groups; i.e., School Health Council and Opioid Intervention Team (OIT) and others assigned by the Executive Director. Conducts speaking engagements throughout the County.

**Other Responsibilities:**

- Work with the Collaboration Council’s Communications Manager to support the Many Voices for Smart Choices website by gathering and providing content for parents, educators, youth sections, and current news outlets.
- Performs other related tasks as necessary.

**Working Conditions:**

- Travel within the county is required.
- Some late afternoon, evening and weekend hours will be required to accommodate program schedules and to participate in special community events.
- Valid driver’s license and access to reliable personal vehicle required.

**The position may be reassigned and responsibilities may be modified or changed at any time to fulfill organizational requirements.**

**POSITION REQUIREMENTS**

**Experience and Education:**

- Bachelor’s degree required. Majors in social services or mental health preferred.
- 3-5 years related experiences with a minimum of two years in the field of substance abuse prevention.
- Must be a Certified Prevention Specialist or Certified Prevention Professional or eligible to pursue and obtain the certification within six months of employment.
- Must be able to comply with MCDHHS background clearance policy.

**Skills and Abilities:**

- Demonstrated skills in communicating prevention and information and motivating people to change their attitudes and behaviors;

- Proven experience in grant writing;
- Knowledge and understanding of substance abuse and treatment;
- Thorough knowledge and understanding of the principles of research based prevention;
- Excellent oral and communications skills and ability to facilitate speaking engagement and other community forums throughout the county;
- Community organization skills and the ability to reach out to community and strategic partners and form coalitions as necessary;
- Experience providing culturally competent programming to diverse populations in Montgomery County of similar jurisdiction;
- Effective interpersonal problem solving, negotiating and collaboration building skills;
- Strategic and innovative thinker.

Salary is commensurate with experience. Position is Open until Filled. Please direct letter of interest including salary requirements and resume to: [info@collaborationcouncil.org](mailto:info@collaborationcouncil.org) **Please reference Prevention Coordinator in subject line.**