
Town of Needham Substance Use Prevention Program Coordinator

1/2016

Under the direction of the Director of Public Health (Director) or the Senior Substance Use Prevention Program Coordinator (Senior Coordinator), the Substance Use Prevention Program Coordinator will manage the implementation of substance use prevention and education programs, practices, and policies within the Town of Needham to reduce substance use and promote positive health and wellness.

The Substance Use Prevention Program Coordinator will collaborate with Town of Needham departments, key stakeholders, and community leaders to reduce the risk factors inherent in substance use and to increase the protective factors that will enhance the health and safety of Needham youth and families.

Duties

The Substance Use Prevention Program Coordinator utilizes the Substance Abuse and Mental Health Services Administration's Strategic Prevention Framework (SPF) in all facets of this work to decrease youth substance use and build community collaboration.

The Substance Use Prevention Program Coordinator will actively promote awareness and understanding of Needham's substance use prevention efforts through presentations, trainings, social media, and print media. The Substance Use Prevention Program Coordinator will conduct surveys and focus groups to evaluate current policies, practices, and systems, and shall research best practices and innovative or emerging techniques for substance use prevention, and shall recommend the adoption or revision of policies, practices, and systems to prevent substance use among youth and in the broader community.

The Substance Use Prevention Program Coordinator shall provide outreach to town agencies, volunteers, and community partners about upcoming trainings, activities, and events related to substance use prevention, and will recruit volunteers and community partners including faith-based and volunteer organizations, the business community, schools, and other town departments to assist and support substance use prevention efforts. Substance Use Prevention Program Coordinator will coordinate and collaborate with neighboring communities on substance use prevention initiatives and community education campaigns.

Under the direction of Director, the Substance Use Prevention Program Coordinator shall apply for grants and shall submit data and reports (programmatic and fiscal) to state and federal agencies and other funders. He/she shall ensure compliance with deadlines, deliverables, and work-plans.

Additionally, the Substance Use Prevention Program Coordinator shall coordinate activities including sending out meeting announcements, facilitating meetings and discussions, developing and finalizing meeting agendas, scheduling meeting locations, and distributing meeting minutes, and will represent the Needham Public Health Division in community, regional, state, and other meetings as requested.

The essential functions or duties listed above are intended as illustrations of various types of work that is performed. The omission of specific statements of duties does not exclude them from the

position if the work is similar, related or a logical assignment to the position. The position functions as a part of the overall municipal team to ensure effective and efficient municipal operations.

Perform other related duties as required.

Basic Knowledge:

The position of Substance Use Prevention Program Coordinator requires knowledge equivalent to a Bachelor's degree in public health, social work, psychology, nursing, or a related field.

Experience:

The position of Substance Use Prevention Program Coordinator requires at least three (3) to five (5) years' work experience in prevention, public health, social work, psychology, nursing, or a related field. A combination of work experience, volunteer, intern, part-time and education may be considered to fulfill a pro-rated portion of this requirement.

Special knowledge, skills and abilities:

Ability to interact effectively and tactfully with a wide variety of individuals, including management personnel, other staff, outside professionals, contractors, vendors, external agents retirees and members of the public.

Ability to communicate clearly and concisely with others, both verbally and in writing and to deal with highly sensitive medical, labor relations and other personnel information, professionally and with discretion.

Demonstrated skill in preparing complex correspondence and reports and to perform detailed work accurately and effectively.

Ability to access and use highly sensitive and confidential information within the bounds of law, professional courtesy and discretion.

Independent Action:

The Substance Use Prevention Program Coordinator functions independently with moderate supervision, referring unusual problems to supervisor for assistance.

Supervisory Responsibility:

The Substance Use Prevention Program Coordinator may supervise volunteers and interns.

Physical and Environmental Standards:

- Normal office environment, not subject to extremes in temperatures, noise, odors etc.

- Regular interruptions to assist citizens.
- May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records, etc.
- Must maintain an active Driver's License.
- Some travel by personal automobile is required.