Position Title: Prevention Coordinator  Date: October 10, 2004

Reports to: Director  Department: Health & Community Services

FLSA Status: Nonexempt  Positions Supervised: none

BASIC FUNCTION: Persons in this position are responsible for the coordination and administration of substance abuse prevention programs for the county. The Prevention Coordinator exercises professional judgement and significant discretion within the scope of program policies and regulations in the routine performance of their duties. Work is subject to review through meetings, reports, and on the basis of results achieved.

MINIMUM QUALIFICATIONS: Requires Bachelor’s degree (psychology, substance abuse treatment, social work or closely related field) and a minimum of three years related professional experience including at least two years supervisory or administrative experience working with substance abuse intervention and treatment programs; OR any combination of education and experience which provides the applicant with the skills, knowledge, and abilities to perform the essential job functions. Knowledge of substance abuse issues, programs and community needs; experience with contracting, budgeting, and grant writing; effective verbal and written communication skills. Requires valid Washington State driver’s license.

PRINCIPAL DUTIES - Asterisk designates essential function:

*1. Ensures that substance abuse prevention services are provided to the citizens of San Juan County. Works closely with the Division of Alcohol and Substance Abuse (DASA), other state and/or federal agencies, county Human Services Coordinator, other county programs and departments, advisory board, local providers, and the community to develop, coordinate, and ensure the availability and quality of services.

*2. Develops public awareness of alcohol and other drug abuse issues by presenting outreach prevention information and referral to schools, consumers and families, advisory board, coworkers, service providers, and the community at large.

*3. Coordinates program delivery and develops consortium with schools, treatment agencies, law enforcement, juvenile court, mental health and other providers to improve prevention program services within the field. Provides training and lead direction to providers, subcontractors, student interns, and volunteers.

*4. Conducts research and data collection to determine needs for services, identifies gaps, and develops plans, goals, and resources based on changing needs and funding.

*5. Develops programs via RFP process, biennial plans, grants, interagency agreements and contract documents. Develops and monitors budgets. Evaluates and monitors programs and fiscal activities of same. Recommends corrective action when necessary to assure program compliance with state and/or federal program standards, Statements of Work, and other contract provisions.
*6. Represents department at a variety of professional and community meetings. Plans and conducts meetings.

*7. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

8. Performs other tasks as required.

**PHYSICAL AND MENTAL REQUIREMENTS:** Requires frequent sitting, standing, and walking. This position frequently requires continuous hand and finger movement. This position requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to talk and to receive and understand written and oral communication. Requires minimal bending or lifting. Position requires significant reading, written, and verbal communication, and the ability to perform simple mathematical calculations.

**EQUIPMENT REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle</td>
<td>20</td>
<td>Daily: X</td>
</tr>
<tr>
<td>Telephone / Fax</td>
<td>20</td>
<td>Weekly: X</td>
</tr>
<tr>
<td>Copy machine</td>
<td>5</td>
<td>Monthly: X</td>
</tr>
<tr>
<td>Computer</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

**WORKING CONDITIONS:** Office environment with frequent field visits to agency settings under generally favorable conditions. Requires occasional inter-island travel by air and ferry. Requires out-of-county travel several times per month to meetings and training sessions. Hours may exceed the standard 8 hour day. May be required to work evenings, weekends or holidays.