

## FRCOG JOB DESCRIPTION

**JOB TITLE: Prevention Strategies Coordinator**

**DEPARTMENT: Community Services, Partnership for Youth**

**GRADE: 10**

**LATEST REVISION DATE: 9/15**

### DEFINITION

Coordination of policy, systems, and environment change activities for community health promotion in coordination with the Communities That Care Coalition's Policy and Practice Change Workgroup and Regional School Health Task Force; training and technical assistance to substance abuse prevention coalitions in Western Massachusetts and across state; other related work as required.

### SUPERVISION

- 1. Supervision Received:** Works under the direct supervision of the Partnership for Youth Coalition Coordinator and under the general guidance of the Policy and Practice Change Workgroup and Regional School Health Task Force.
- 2. Character of Supervision:** Coordinator-level position.
- 3. Scope of Supervision:** Supervises the work of temporary employees, subcontractors, and volunteers used for the Policy and Practice Change Workgroup and Regional School Health Task Force; supervises some of the work of Evaluation Coordinator, Co-chairs the Policy and Practice Change Workgroup.

### JOB ENVIRONMENT

- 1. Physical Environment/Working Conditions:** Works out of FRCOG office in Greenfield. Work is generally performed in typical office space with off-site meetings and community outreach. Must obtain transportation to remote field locations in order to perform off-site duties.
- 2. Physical Effort/Visual Demand:** Minimal physical effort generally required in performing duties under typical office conditions. Required to regularly carry loads of up to 20 lbs. Position requires the ability to operate a keyboard and standard office equipment at efficient speed and to drive a car. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is frequently required to sit and talk and hear.

### ESSENTIAL FUNCTIONS

- 1. Complexity of Duties:**

Duties require an in-depth understanding of policy, systems, and environment change activities for community health promotion (particularly in relation to substance abuse prevention, dropout prevention, and promotion of youth nutrition and physical activity), as well as an in-depth understanding of coalition-building and strategic planning, science-based approaches, data collection and analysis. Additional duties require skills in meeting facilitation, public speaking, writing, contract management, advocacy and program planning.

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**2. Accountability:**

Responsible for managing initiatives selected under SAPC grant...possibilities include assessment, strategic planning, compliance checks, alcohol purchase surveys, server training, municipal bylaw review, school policy revisions, LifeSkills and SBIRT in schools. Responsible for co-chairing Policy and Practice Change Workgroup of the Communities that Care Coalition. Responsible for providing training and technical assistance to coalitions in Western Massachusetts and across state. Responsible for helping support the implementation of the LifeSkills program in the schools. Errors could result in lower standards of service to the community, negative public relations, and potential loss of funding.

**3. Contact with Others:**

The Prevention Strategies Coordinator has regular contact with representatives of schools, municipal government, law enforcement, businesses, representatives of numerous health and human service agencies, youth, and media. Duties require tactfulness and political savvy in encouraging policy and systems change for improved community health and well-being, as well as teaching and encouraging science-based and data-driven approaches including environmental strategies.

**4. Access to Confidential/Sensitive Information:**

Has access to data related to compliance checks, and alcohol purchase surveys.

**5. Budgetary Responsibility:**

Manages budgets for SAPC strategies with assistance from PFY Coalition Coordinator.

**6. Other Functions:**

- Co-chairs Policy and Practice Change Workgroup of the Communities That Care Coalition, convenes meetings, recruits new members, maintains regular communication with workgroup.
- Participates in Communities That Care Coalition Coordinating Council and FAST Team.
- Collaborates with Communities That Care Coalition Parent Education Workgroup and Regional School Health Task Force, Mass in Motion Advisory Committee, and MassGrad Coalition.
- Attends NQCC monthly meetings
- Provides training and technical assistance on Policy, Systems, and Environment Change for community health promotion, as well as on evidence-based approaches to prevention to subcontractors and community partners.
- Maintains records and completes reports as required by the PFY Coalition Coordinator and funding sources.
- Participates in regular meetings with statewide technical assistance team as needed.
- Represents Partnership for Youth at public meetings and community collaborations as assigned.
- Participates in general Partnership for Youth activities and projects. Works as a team with Partnership for Youth staff on projects as required.
- Performs similar or related work as required or as situation dictates.

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## **RECOMMENDED/REQUIRED MINIMUM QUALIFICATIONS**

### **EDUCATION, EXPERIENCE, KNOWLEDGE, ABILITY AND SKILL**

- 1. Education/Basic Training:** Master's degree in public health, public policy, or related field plus 3 years relevant professional experience, OR Bachelor's degree in related field plus eight years relevant experience.
- 2. Experience:** Minimum 3 years' experience with M.A. or M.S, or any equivalent combination of education and experience. Prior experience in public health, strategic planning, program evaluation, meeting facilitation, public speaking, working with the media, advocacy.
- 3. Knowledge, Ability and Skill:** Knowledge of public health evidence-based prevention models, especially regarding youth substance abuse prevention, dropout prevention, and the promotion of nutrition and physical activity. Skilled in coalition building, strategic planning, and program evaluation. Competence in working with and familiarity with the cultural, geographic, ethnic and rural characteristics of the Franklin County / North Quabbin region. Ability to establish and maintain links to area youth-serving organizations, schools, youth, parents, law enforcement, local government, and other community stake-holders in youth health promotion. Excellent oral and written communication skills. Skilled in meeting facilitation and coordination. Computer skills including Word, Excel, Outlook and PowerPoint.

### **PHYSICAL REQUIREMENTS**

Minimal physical effort generally required in performing duties under typical office conditions. Required to regularly carry loads of up to 20 lbs. Position requires the ability to operate a keyboard and standard office equipment at efficient speed and to drive a car. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is frequently required to sit and talk and hear.

(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer, and requirements of the job change.)