



BUTTE CARES

Prevention Specialist CTC Coordinator Job Description

Status: Non - Exempt

Reports To: Program Administrator and BUTTE CARES Board of Directors

Supervises: N/A

JOB SUMMARY: Perform work tasks as the Prevention Specialist in assigned multi-county area. Work tasks include Completing milestones and benchmarks of Communities That Care Plus, Prevention Environmental Education, Intentional Organization, Media Literacy Presentations; media plan campaign development, technical assistance, program implementation, and other tasks as required through specific grants. Implement prevention strategies and evidence-based programs. Responsible for reporting WITS data specific to prevention plans and performs other administrative duties as required. Responsible to report other grant-specific data per individual grant specifications.

DUTIES AND RESPONSIBILITIES:

1. Implementing the CTC framework meeting the milestones and benchmarks within the timeline of the grant.
2. Recruit and train CTC Champion, Key Leaders, and Community Board/Coalition as outlined by CTC Plus.
3. Develop and conduct educational presentations on alcohol, Marijuana, Illegal drugs and prescription drug abuse prevention to community and youth groups.
4. Provide training and presentations to community groups, agencies and youth on substance abuse prevention topics.
5. Provide technical assistance and participate in local coalitions with common goals around substance abuse prevention.
6. Facilitate and/or provide regional media literacy and merchant education training while collecting data on attendance records.
7. Assist with development of a Regional Media Plan by providing technical assistance and implementation in coordination with other local prevention coalitions/organizations. Obtain preapproval for all media from the State.
8. Consult, support and work with local prevention staff in planning and implementation of environmental prevention strategies.
9. Record and report WITS data and unaffiliated time weekly as required by the state.
10. Develop and update prevention plans and Logic models as required for grants for each county and submit according to established deadlines.
11. Comply with BUTTE CARES policies and procedures including client confidentiality, state administrative rules, and federal policies as they relate to applicable programs.
12. Maintain all program records in a professional and timely manner and in accordance with programmatic and state requirements.



13. Abide by the employee code of ethics, policies, procedures, and values set forth by BUTTE CARES.
14. Attend and participate in all required meetings as required.
15. Attend and participate in all contract-required prevention training.
16. Advise the Program Administrator Regional TA and supervisor(s) in advance of any possible or pending involvement in legal proceedings regarding professional services rendered by any employee or any other legal issue that may affect ability to perform job duties.
17. Perform related work as required by Regional Program Administrator and the Regional TA.
18. Work as a team with other regional prevention Specialists.
19. Other duties as assigned.

KEY ROLES:

Strategic Planning

- To support and assist the Coalition with the ongoing strategic planning process; including application renewals and sustainability.
- To identify and evaluate opportunities for improvement and to share those recommendations with the Coalition members.

Program Delivery

- Provide leadership and direction to ensure the effective operation and delivery of programs within the community.
- Support BUTTE CARES mission and principles.
- Ensure the integrity of science-based programs are maintained and delivered in the manner identified by the Coalition and within the time line(s) established.

Board Development

- To provide support to the Coalition members in fulfilling organizational objectives.
- To provide support to the Coalition Members in identifying skills development and other educational opportunities related to the mission of the organization.

Reporting

- Ensure process and outcome data is collected by the schools and provided to the evaluation contractor in a timely manner (including both YRBS and MPNA survey results).

Marketing and Public Relations

- Assist the Program Administrator and Board of Directors with increasing visibility of Coalition, organizational programs, services and activities and maintain good public relations.

ABILITIES AND KNOWLEDGE:

- ❖ Must have knowledge of risk and protective theory of prevention strategies prevention framework (SPF), youth development and asset building strategies and approaches to prevention services, community organizing, school operations and local youth service organizations and coalitions.
- ❖ Obtain latest data and prevention strategies through continuing education.



- ❖ Awareness of environmental strategies and media literacy or related prevention strategies.
- ❖ Knowledge of media literacy and youth leadership skill development plus experience with county-wide schools and systems is a plus.
- ❖ Be knowledgeable on the components of Evidence-based interventions
- ❖ Have experience with developing and monitoring budgets
- ❖ Possess strong skills in developing coalitions, building and maintaining relationships among community organizational leaders.
- ❖ Ensuring the community members teaching Evidence-based programs to be certified or trained before implementation of the program to ensure fidelity.
- ❖ Understanding and abiding by Montana Child Abuse Law (Code 41-3-102, 41-3-201) for mandate reporting of a suspected abuse, neglect and/or exploitation within the scope of performing prevention services.
- ❖ Being an active participant coordinating with Regional Technical Assistance Leader for prevention support, attending trainings, ensuring completion of process tasks, actively participating in performance reviews.
- ❖ Build and strengthening relationships with governmental entities.
- ❖ Ability to work and communicate with diverse groups in respective areas.
- ❖ Ability to demonstrate enthusiasm, generate participation and provide team leadership.
- ❖ Ability to work independently with limited supervision.
- ❖ Outstanding public speaking skills and the ability to positively represent the coalition and its partners to the media and at national events.
- ❖ Skilled at working collaboratively and possess the ability to develop strong relationships with coalition members, local, state and national partners and corporations.
- ❖ Excellent written and oral communication skills.
- ❖ Strong organizational skills.
- ❖ Ability to assess priorities and work well under pressure; excellent time-management, problem-solving and analytical skills.
- ❖ Ability to work with contacts, the public, and co-workers professionally and tactfully.
- ❖ Professional and businesslike in appearance and demeanor.
- ❖ Self directed, flexible, assertive, and diplomatic.
- ❖ Demonstrated ability to organize, direct, plan and coordinate operations.
- ❖ Leadership skills, including problem solving, decision making, and delegation.
- ❖ Strong communication skills, both oral and written.
- ❖ Ability to establish and maintain effective working relationships with the Program Administrator, staff, community groups, and other related agencies.
- ❖ Demonstrated ability to work independently and to complete projects on time in accordance with the standards established by the Coalition.
- ❖ Must be able to work independently while utilizing a team approach. Must have ability to work with a variety of persons such as parents, youth, and other community members in a positive, strength-based approach. Must have strong interpersonal, organizational, communication, and time management skills.

Working Conditions:



Working conditions are inside a climate-controlled environment with occasional background noise. Some travel is required.

The Prevention Specialist work schedule is determined by FTE allowed by grant. Shifts may include afternoons and evenings. Occasional weekend work may be required.

Considerable documentation and paperwork requirements exist. The Prevention Specialist must be able to organize and manage time effectively and keep records orderly and up to date.

Material and Equipment Used:

Computer; telephone; printer; fax machine; general office supplies.

Physical Activities Required to Perform Essential Functions:

Sitting/Standing/Walking: Approximately 70% of time is spent seated while working at a desk or in meetings. Balance of time (approximately 30%) is spent standing or moving around working areas and outside locations.

Speaking/Hearing: Clear diction and acute hearing are necessary with the public, contacts, and co-workers.

Vision: Corrected vision close to 20/20 is necessary for effective use of computer screens.

Reaching/Handling: Good manual dexterity for computer keyboard use and the ability to retrieve and work with appropriate paperwork, equipment, and supplies.

Minimum Qualifications:

- ❖ **Education and Experience:** A minimum of two years of experience in working with adolescents, families and community organizations in the prevention field.
- ❖ Bachelor's degree from an accredited college or university preferred.
- ❖ A minimum of two-four years experience in delivering prevention and/or public health programs or operations in a non-profit or for-profit agency.
- ❖ Computer competency required (word processing, database management, and Internet familiarity).
- ❖ Excellent written and oral communication skills
- ❖ Ability to interact effectively with communications media
- ❖ Ability to establish and maintain effective working relationships
- ❖ Experience in fund development and/or communication field
- ❖ Demonstrated excellence in organizational and managerial skills
- ❖ Experience in grant writing

AND

Additional Requirements:

- ❖ Background Check
- ❖ Valid Driver's License, reliable transportation, and ability to travel countywide and statewide.
- ❖ Automobile Insurance in the amount of \$1 00,000/\$300,000



Preferred Qualifications:

1. Five (5) years experience.
2. Program administration skills.

I have read, understand, and received a copy of the Prevention Specialist Job Description:

I am able to perform all the essential job functions:

_____ Without accommodations

_____ With accommodations (list below)

Employee Signature

Date

Supervisor Signature

Date