

LIVE UNITED



Granite United Way

Granite United Way's Mission is to improve the quality of people's lives by bringing together the caring power of communities.

POSITION DESCRIPTION

POSITION: Substance Misuse Prevention (SMP) Coordinator **FLSA:** Exempt
DEPARTMENT: Carroll County Coalition for Public Health **STATUS:** Full-Time
REPORTS TO: Sr. Director of Public health

INTRODUCTION:

The Substance Misuse Prevention (SMP) Coordinator is a grant funded position within the Carroll County Coalition for Public Health, an initiative of Granite United Way (GUW). The SMP Coordinator position is funded by federal, state, and private grants to support substance misuse prevention and related health promotion services in the Carroll County region. The SMP Coordinator works with key sectors of the community (education, business, government, health, safety, community supports) to implement a public health approach to prevent substance misuse, related risk factors and consequences in the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The SMP Coordinator supports the following scope of services in order to meet grant requirements and deliverables:

1. Develop and maintain a regional network of community stakeholders to establish and maintain
2. a strategic prevention framework and successfully implement the prevention strategies outlined in the strategic plan.
3. Coordinate activities within the work plan, with a current focus on youth leadership councils, prescription drug take-back initiatives, social marketing campaigns, Life of an Athlete, suicide prevention strategies, as well as support and advocacy for other evidence-based prevention strategies, such as Project Success.
4. Develop and maintain a regional network of subject matter experts to support substance misuse prevention and related health promotion activities.
5. Ensure that programs and priorities are data-driven, evidence-based, and culturally appropriate to achieve outcomes; submit monthly and quarterly evaluation reporting to funding agencies.
6. Collaborate with other regional prevention specialists and state agencies; attend all state required trainings, workshops, and bi-monthly meetings.
7. Provide strategic planning support for program improvements.
8. Provide logistics support, program implementation, trainings, workshops, and meetings.
9. Attend conferences/seminars/meetings as requested.
10. Complete other tasks as assigned.

OTHER DUTIES AND RESPONSIBILITIES:

1. The SMP Coordinator assists in enhancing public health system collaboration by providing staff support to the regional Public Health Advisory Committee (PHAC).
2. Frequent travel in state and out of state is required. Some evening and weekend hours may be expected.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- Bachelor's degree in social work, public health, human services, or related field
- Certified Prevention Specialist (CPS) or pending certification (within one year of hire)
- Experience with program coordination, health promotion, assessment, community organizing/capacity building, strategic planning, and evaluation
- Experience with evaluation strategies to demonstrate direct impact, return on investment, and value added
- Ability to work with diverse populations, including youth partners, demonstrating cultural competency and community awareness
- Ability to consider and incorporate diverse perspectives, while brokering positive relationships
- Ability to understand and implement federal and state planning models
- Ability to adapt approach, style, and methods to best engage and empower community partners
- Ability to clearly articulate purpose, goals, and objective both verbally and in writing
- Ability to listen and integrate community stakeholder feedback and recommendations
- Ability to manage multiple priorities and projects
- Ability to work autonomously within established framework
- Ability to track, follow through, and meet grant deadlines and obligations
- Excellent communication, organizational, planning and time management skills
- Demonstrates good judgment, problem solving and decision-making skills
- Ability to work a flexible schedule, including weekends and evenings as necessary
- Demonstration of proficiency in computer skills, Microsoft Office (Windows, Outlook, Excel) with the ability to learn new applications
- Maintains the confidentiality of sensitive information
- Knowledge of Carroll County communities is preferred
- Maintains current driver's license

ENVIRONMENT:

This position is primarily based in a general office environment that is clean, well-lighted, environmentally comfortable, free of fumes or airborne particles, and only minimally exposes employees to office solvents limited to those relative to copier equipment.

This position requires the ability to:

1. Minimal requirement to reach at or above shoulder level; occasional reaching below shoulder level required
2. Hand manipulation - equipment and controls, frequent; grasping and handling, occasional lifting.
3. Ability to travel throughout the territory required
4. Ability to work a flexible schedule, which may include night and weekends
5. Ability to tolerate prolonged sitting and/or standing and to lift up to approximately 25 pounds to waist high level whenever necessary.
6. Mobility includes regular sitting, some standing and walking.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document describes the position as it is currently available and is not a contract. Granite United Way retains the right to change modify the position description at any time.