
JOB TITLE: Prevention Coordinator

REPORTS TO: NEWAHEC Executive Director

PURPOSE

Responsible for overseeing all aspects of the Drug Free Communities Support Program for the Healthiest Manitowoc County Substance Abuse Prevention Coalition (HMCSAP). This includes but is not limited to coordinating the following: coalition development; strategic planning, project sustainability, grant reporting and program implementation.

ESSENTIAL FUNCTIONS

- Under the supervision of the Executive Director, manages prevention efforts with the focus of addressing substance use and abuse.
- Manages county-level coalition members, other staff and coalition Leadership Team to build sector involvement in coalition work.
- Ensures coalition meetings regularly address the five phases of the Strategic Prevention Framework and county-wide systems change processes.
- Coordinates environmental strategies (reduce access, change consequences, modify policies.)
- Ensures coalition members are trained in appropriate prevention approaches.
- Leads coalition sustainability planning.
- Monitors evaluation, data collection, and dissemination of programs, training and activities as they relate to the Drug Free Community Support program.
- Assists in preparing the continuation applications which include annual work plan and budget.
- Takes lead in completing required reports for grantor.
- Chairs HMCSAP coalition meetings.
- Supports HMCSAP coalition activities.
- Assists NEWAHEC Tobacco Control Coordinator in completing tobacco compliance checks in four-county region.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

Considerable work on desktop computer. Some travel within Manitowoc county and in neighboring counties.

MINIMUM QUALIFICATIONS

- Bachelor's degree in health education, public health, management, social services or related field.
- Ability to effectively interact with a wide variety of key stakeholders, including youth, school faculty and community leaders.
- Two years' experience in education, health care delivery, public health or community development.
- Ability to communicate effectively both verbally and in writing.
- Ability to effectively coordinate the work of others.
- Ability to exercise independent judgment, manage multiple priorities and take positive action.
- Proficiency in Microsoft Office software.