

## Montgomery County Collaboration Council for Children, Youth & Families

### Position Description

#### **Prevention Coordinator**

**Reports To:** Deputy Director

**Supervisory Responsibilities:**

**FLSA Status:** Exempt

#### **Position Summary:**

The Prevention Coordinator assists the Montgomery County Collaboration Council for Children, Youth and Families in its efforts to reduce the use of alcohol, tobacco, and drugs by youth and young adults, and engages community stakeholders in encouraging positive youth development.

The Coordinator is an employee of the Montgomery County Collaboration Council, the local management board for Montgomery County, and will be supervised by the Deputy Director.

#### **Primary Responsibilities:**

1. As the Coordinator:
  - a. Sustain and coordinate all activities of the Substance Abuse Prevention Alliance (SAPA)/Many Voices Smart Choices Coalition (MVSC) following the environmental strategy/model program, Communities Mobilizing for Change on Alcohol (CMCA), and drawing from the County's past experiences with programs such as Drawing the Line, MVSC and other substance abuse prevention evidence-based practices
  - b. Coordinate, lead and provide minutes for monthly MVSC meetings addressing Alcohol, Tobacco, Opioid, and other Drug (ATOD) misuse and ensure participation from the following sectors: youth, parents of youth, the business community, media, schools, youth-serving organizations, law enforcement agencies, faith-based or fraternal organizations, civic and volunteer groups, health care professionals, Montgomery County government, and other organizations involved in reducing alcohol, tobacco, and other illegal substance use
  - c. Coordinate Montgomery County's MVSC Coalition's Community SAP needs assessment, capacity-building, and strategic planning reviews in collaboration with the MVSC external evaluator
  - d. Oversee the implementation of approved environmental strategies and the evaluation action plan to address ATOD abuse
  - e. Collect and enter agreed-upon data in the Maryland Behavioral Health Administration Minimum Data Set on a monthly basis by the 10<sup>th</sup> day of the month following the previous month
  - f. Provide updates on current activities, legislative advocacy issues, media activities, current research, past practices and data about ATOD to MVSC Coalition, staffing for committees, and task forces of the program
  - g. Ensure that all SAPA/MVSC related activities provide culturally and linguistically appropriate communications activities to reach segments of the population that are disproportionately affected by alcohol, tobacco, and other substance related disorders
  - h. Oversee the implementation of all project goals including administering the Under 21 Mini Grants
  - i. Perform administrative tasks including draft monthly county reports, submit quarterly performance numbers to DHHS Prevention Coordinator, monthly drug fact sheets, disseminate

articles of interest

- j. Work with the Communications Manager to update the MVSC website, increase social media engagement around ATOD abuse, and conduct other communication activities around the topic and the work of SAP/MVSC
- k. Work with the Community of Practice Director to arrange for trainings around Cultural Competency and ATOD abuse prevention
- l. Communicate regularly with the DHHS Prevention Coordinator, the Collaboration Council Executive Director, and Coalition leadership.
- m. Other duties as assigned by the supervisor for this position

**Certifications, Experience and Education:**

- Must be a Certified Prevention Specialist or Certified Prevention Professional or eligible to pursue the certifications within 6 months of employment
- Minimum of two years in the field of substance abuse prevention
- Associate's Degree Required; Bachelor's Degree preferred

**Skills and Abilities:**

- Demonstrated skills in communicating prevention information and motivating people to change their attitudes and behaviors
- Thorough knowledge and understanding of the principles of research based prevention
- Excellent oral and communication skills
- Community organization and mobilization skills
- Experience providing culturally competent programming to diverse populations in Montgomery County or similar jurisdiction
- Knowledge and understanding of substance abuse and treatment
- Effective interpersonal problem solving, negotiation and collaboration-building skills
- Strategic and innovative thinker
- Contract management skills preferred

**Other**

Local travel required. Must have personal car for travel.

Position open until filled

Please send resume and cover letter with salary requirements to [info@collaborationcouncil.org](mailto:info@collaborationcouncil.org). Include **Prevention Coordinator** in the Subject Line.