



## **Mt. Baker Community Prevention Wellness Initiative Coalition Coordinator Full-Time Position Description**

### **JOB SUMMARY:**

Administer and coordinate a prevention community-based program, including planning, development, implementation and evaluation of the program; facilitate the development and coordination of substance abuse prevention activities; develop and present prevention-related educational programs for community members and groups; stay updated on the latest substance abuse prevention research and provide up-to-date information to the public; facilitate the development, training and implementation of local community substance abuse prevention coalition, and collaborate with existing task forces as a resource or provider of technical assistance.

### **JOB FUNCTIONS:**

- Coordinate a local community coalition comprised of community members who represent a minimum of eight of the following sectors: Youth, Parent, Law Enforcement, Civic/Volunteer Groups, Business, Healthcare Professionals, Media, Schools, Youth-serving Organizations, Religious/Fraternal Organizations, State/Local/Tribal Governments, Other Substance Abuse Organization (e.g., Treatment), Youth Treatment Professionals, and Mental Health Professionals; to encourage and facilitate their collaboration in efforts to prevent or reduce substance abuse;
- Coordinate and provide comprehensive training to coalition members to build capacity for community-based, data-driven substance abuse coalition work;
- Provide technical assistance and support to agency staff, volunteers, prevention contractors, service providers and community groups on topics such as the CPWI and prevention science (e.g., risk and protective factors, the Strategic Prevention Framework, relevant evidence-based strategies);
- Oversee community coalition's development of five-year prevention strategic plan within "Washington State Department of Social and Health Services' Division of Behavioral Health and Recovery" (DSHS/DBHR) Community Prevention and Wellness Initiative (CPWI) Community Coalition guidelines and providing annual budget and action plan updates;
  - Conduct needs assessment and other techniques to identify community service needs with community coalition members;
  - Assist individuals and groups in developing risk and protective factor focused prevention plans, selecting research-supported prevention strategies, and developing appropriate evaluations;
- Work cooperatively with additional community members and groups to develop and implement on-going evidence-based strategies which discourage use/misuse of alcohol, tobacco and other drugs;
- Develop data collection instruments and monitoring and program evaluation policies and procedures to ensure program compliance with federal, state, and local guidelines;
- Responsible for prevention contract monitoring and program outcomes;
- Conduct on site-visits with subcontractor(s) to monitor program components for specific contract provisions and compliance;
- Conduct participant surveys to evaluate community needs, contract compliance and strategy effectiveness;
- Prepare summaries of prevention monitoring reports for the coalition and as needed;
- Enter reporting data into required data systems within contractual timeframes;
- Interpret complex and detailed federal and state regulations to ensure program and planning compliances;
- Attend required DBHR meetings and training;

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- Engage with local media. Preparing press kits, soliciting media coverage and responding to media requests;
- Plan, develop, implement and monitor media campaigns, social marketing initiatives in collaboration with CPWI statewide media initiatives;
- Collaborate with key community stakeholders in the support and implementation of Community Prevention and Wellness Initiative.

### **WORKING CONDITIONS:**

Work is performed primarily in office environments. Primary office in which employee maintains work space must be located within community served by coalition. Community travel is required to provide face to face communication with coalition members and to attend other community meetings and events, provide training and technical assistance and participate in coalition strategies and activities. Statewide travel is required occasionally. Attendance at meetings and prevention activities may require working evening and irregular hours. Access to guaranteed, reliable transportation is required. Occasional physical effort may be required to lift items weighing up to 50 pounds.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of and familiarity with the community served by the coalition;
- Demonstrated ability to organize community groups and to work cooperatively with a variety of people and agencies, public groups and contract agency personnel;
- Knowledge of principles of cultural competence, consequences of health disparities, and strategies to increase inclusivity in community outreach;
- Understand the value of and strategies to include diverse members of the community in coalition-building and community outreach;
- Ability to facilitate meetings that encourage participation and positive development, and to work cooperatively with public groups and contract agency personnel;
- Knowledge of principles of effective leadership with demonstrated leadership skills;
- Excellent research, analysis, writing, and communication skills involved in community and coalition development, planning and policy development, grant and report-writing, statistical data gathering and public speaking;
- Understand existing alcohol and other drug abuse prevention systems and programs in state and county governments;
- Successful experience developing and providing adult training programs;
- Knowledge of basic principles of substance abuse prevention and treatment. Understand the continuum of care in substance abuse and addiction;
- Proven ability to work independently and prioritize several on-going assignments within contractual requirements including deadlines;
- Ability to work a flexible schedule and travel within the area served by the coalition with occasional state-wide travel.

**Additional knowledge of:** community organizing, fundamental public health principles and practices, techniques of behavior change, social marketing, health promotion and population-based prevention; program planning and evaluation methods.

**Additional ability to:** manage multiple time sensitive issues, adapt to changing circumstances and develop creative solutions; generate a shared vision for the community; generate and maintain enthusiasm for developing solutions and instill a sense of hopefulness for continued improvement of health outcomes; provide technical assistance through coaching, mentoring, training, delegating, and directing; establish effective working relationships with diverse communities, agencies and staff; communicate effectively both orally and in writing with tact, diplomacy and sensitivity; work independently and work effectively in teams and work groups.

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## **ADDITIONAL REQUIREMENTS:**

Possession of a valid driver's license and an acceptable driver's abstract is required prior to employment.

Current Certified Prevention Professional credential or ability to obtain within 18 months of appointment upon approval of related training plan.

Ability to pass Washington State Patrol Background check and any further established background requirements.

## **EDUCATION AND EXPERIENCE:**

A Bachelor's Degree in Human Services, Public Health, Behavioral Sciences or closely related field; or the equivalent combination of relevant education, training and experience. Two years of relevant experience that adequately illustrates the attainment of knowledge, skills, abilities and other requirements of the job listed. Familiarity with Washington State substance abuse prevention planning frameworks and programs preferred.

**FUNDING & OVERSIGHT INFORMATION:** This position is grant funded by Washington State Department of Social & Health Services (DSHS), Division of Behavioral Health and Recovery (DBHR). The grant is managed through Whatcom County Health Department. The Employer for this position is Whatcom Family & Community Network (WFCN). A 501 (c) 3 not for profit organization. See the WFCN website at [www.wfcn.org](http://www.wfcn.org)

**COMPENSATION:** DOE: Range: \$22 to \$28 hourly. Medical health benefits, vacation and sick leave.

Whatcom Family & Community Network is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

**To Apply:** Send cover letter and resume to [info@wfcn.org](mailto:info@wfcn.org)

**Position Open Until Filled with Priority Deadline of 9/18 at 5 p.m.**