CPWI Community Coalition Coordinator

New Hire Qualifications Checklist

Date submitted to Division of Behavioral Health & Recovery (DBHR):

CPWI Community Name:

Contact Person Submitting this form:

Contact email address:

Anticipated Start Date of new CPWI Community Coalition Coordinator:

## County/Contractor please complete this form and submit via email to your DBHR Prevention System Manager for review.

### The following are required Community Coalition Coordinator qualifications to ensure the coalition is successfully supported***.***

### ***Please check the box if your new hire candidate meets the qualification requirement.***

##### Required Community Coalition Coordinator Qualifications:

##### [ ]  Bachelor’s Degree in Education, Health Education, Communications, Social Sciences, or closely related field.

[ ]  Certified Prevention Professional.

[ ]  Two years of work experience in community organizing, program coordination, or community-based programs involving youth, drug/alcohol/tobacco abuse, or other related community health prevention or counseling.

[ ]  Working knowledge of substance abuse prevention and prevention science, community development and mobilization, youth development principles, and community organizing approaches.

[ ]  Demonstrated ability to create and sustain effective relationships with community partners, foster and share leadership among individuals in the community, and build bridges among diverse community members and organizations.

##### Desired Work Skills:

[ ]  Organization skills, excellent oral and written communication, public speaking and training skills, and group and meeting facilitation skills.

[ ]  Proficient computer skills.

[ ]  Learns new concepts quickly and is self-motivated with ability to work independently.

[ ]  Possesses knowledge of local organizations, services available and the community to be served.

## DBHR Review:

## Name of DBHR staff reviewing checklist:

###### Date form returned to County/Contractor**:**

###### [ ]  Community Coalition Coordinator appears to meet Required Qualifications from information provided.

###### [ ]  Community Coalition Coordinator does not appear to meet one or more of these qualifications, **please submit** a **training plan** to your DBHR Contract Manager within 30 days of new hire’s start date per the contract requirement.