

<b>Position title</b>	<b>DBHR Prevention Fellow (1.0 FTE) (Paid: Full-Time)</b>
<b>DBHR Position Supervisor</b>	Alicia Hughes, CBO and Grant Development Supervisor, Substance Use Disorder (SUD) Prevention and Mental Health (MH) Promotion
<b>WSU Supervisor</b>	Laura Hill, Vice Provost for Faculty Development and Affairs, Professor, Department of Human Development, Washington State University (WSU)
<b>WSU Project Coordinators</b>	Clara Hill, Department of Human Development, WSU Kelley Pascoe, Department of Human Development, WSU
<b>Summary of duties:</b>	<p>The Fellow will be hired and managed by Washington State University (WSU) in conjunction with the Washington State Health Care Authority (HCA) Division of Behavioral Health and Recovery (DBHR) Prevention Section for a ten (10) month Fellowship. In Phase One, the Fellow will spend three (3) months in the DBHR office, gaining an understanding of the mission and approach of Washington State's prevention system. In Phase Two, the Fellow will spend three (3) months in an existing Community Prevention and Wellness Initiative (CPWI) community coalition, receiving mentorship under the existing CPWI Coordinator and assisting the Coalition's efforts towards substance use disorder (SUD) prevention and mental health (MH) promotion. In their third and final phase, the Fellow will be placed in an identified community without an existing CPWI Coalition for four (4) months, and assist the community in building capacity to support a new prevention coalition, gathering key leaders, and support the beginning stages of the CPWI model.</p> <p>This position will provide support to prevention providers and DBHR staff on contracts and statewide projects. This includes providing technical assistance to communities that are working towards wellness through SUD prevention and MH promotion.</p>
<b>Job Function</b>	<b>Increase capacity of identified communities to implement effective prevention services.</b>
<b>Is this an essential duty?</b>	Yes
<b>Job function duties</b>	<ul style="list-style-type: none"> <li>● Increase community capacity to convene key stakeholders and community representatives with the goal of creating a new prevention community coalition.</li> <li>● Disseminate information and deliver presentations to various community partners on topics related to SUD prevention and MH promotion.</li> </ul>
<b>Job Function</b>	<b>Effectively collaborate and support prevention staff at DBHR and providers in the field.</b>
<b>Is this an essential duty?</b>	Yes
<b>List the duties it takes to complete the job function</b> –	<ul style="list-style-type: none"> <li>● Take part in activities and trainings related to providing technical assistance calls, contract management, and other duties as assigned under the supervision of DBHR or WSU, or assigned mentor.</li> <li>● Develop and strengthen professional communication skills that can be used across agencies and with community partners.</li> </ul>
<b>Job Function</b>	<b>Coordinate and actively participate in the SUD Prevention and MH Promotion team projects as assigned.</b>
<b>Is this an essential duty?</b>	Yes

<b>Job function duties</b>	<ul style="list-style-type: none"> <li>● Participate in SUD Prevention and MH Promotion internal meetings and conferences.</li> <li>● Participate in planning and implementing prevention strategies.</li> <li>● Attend prevention conferences and trainings.</li> <li>● Remain up to date on current prevention strategies by acquiring continuing education credits and working towards obtaining a Certified Prevention Professional (CPP) Certificate.</li> </ul>
<b>Required Qualifications</b>	<ul style="list-style-type: none"> <li>● Obtained, or working towards, a bachelor’s degree in a relevant field (human development, social work, public health, etc.).</li> <li>● Strong written and verbal communication skills</li> <li>● Valid driver’s license.</li> <li>● Ability to travel extensively statewide.</li> <li>● Ability to work flexible work hours.</li> <li>● Proficient in MS Office products including Word, Outlook, and Excel.</li> </ul>
<b>Preferred Qualifications</b>	<ul style="list-style-type: none"> <li>● Skills and/or experience in providing training to culturally diverse audiences on prevention and health promotion topics.</li> <li>● Experience working with racial/ethnic and other minority communities.</li> <li>● Experience in contract management, communications, and social marketing practices.</li> <li>● Experience working or interning at a state, county or local level government agency.</li> <li>● Ability to design effective work processes to fulfill program goals and objectives.</li> </ul>
<b>Skills and Competencies</b>	<ul style="list-style-type: none"> <li>● Strong sense of initiative and ability to take the lead in maximizing educational/professional development opportunities.</li> <li>● Knowledge of current SUD prevention, treatment and recovery efforts, research, and effective strategies.</li> <li>● Strong multitasker.</li> <li>● Ability to organize, coordinate, and manage competing deadlines.</li> <li>● Ability to interpret policy and guidelines, and use independent judgment for critical decisions when faced with conflicting demands.</li> <li>● Ability to utilize electronic communication, word processing, spreadsheets, and databases.</li> <li>● Ability to recall, analyze, and organize information to address complex problems and reach creative solutions.</li> <li>● Ability to write clear, concise and grammatically correct emails, reports and other forms of communications.</li> <li>● Experience working effectively, independently, and as a team member.</li> <li>● Strong interpersonal communication skills.</li> </ul>