

Title Details

Employee Type	AP-Administrative Professional
University Title	DBHR Prevention Fellow
Title Code	1132
Function General Scope	Positions assigned to this class are responsible for originating and developing formal education programs for the general public, usually involving close contact with faculty and staff or training or consulting with specific groups in the community to enable them to provide specialized training and/or services to the community. Positions assigned to this class are responsible for organizing, conducting and coordinating extension programs and advising clients on the application of program information.

Job Duties and Responsibilities

Summary of Duties	<p>The DBHR-WSU Fellowship is a unique opportunity to participate in both state government work and work within prevention coalitions in communities in Washington State. The Prevention Fellow will be hired and managed by Washington State University (WSU), and their daily duties will be co-managed in conjunction with the Washington State Health Care Authority (HCA) Division of Behavioral Health and Recovery (DBHR) Prevention Section.</p> <p>The Fellow will spend approximately three months in the DBHR office (Phase 1), gaining an understanding of the mission and approach of Washington State's prevention system. This requires the Fellow to reside in Olympia, WA.</p> <p>As need is identified, fellows will move into Phase 2, to a location within WA State with 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.</p> <p>This position will provide support to prevention providers and DBHR staff on contracts and statewide projects. This includes originating & developing formal education program and providing technical assistance to communities that are working towards wellness through SUD prevention and MH promotion. Learning and disseminating information about evidence-based prevention programs supported by prevention science research, with collaboration with WSU researchers, DBHR Prevention Section staff, and community members; preparing applicable presentations and conferences.</p>
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	In Phase 3, fellows will move to a community that has high levels of youth substance misuse but does not currently have a community prevention coalition. Fellows will identify key stakeholders from multiple stakeholders, form a coalition, and create and deliver trainings designed to address local context and help create a sustainable and effective coalition.
Job Function, % Time, Essential	30%, Coordinate and actively participate in SUD Prevention and MH Promotion team projects, Essential.
Duties Performed	<ul style="list-style-type: none"> • Create original and location-specific activities and trainings related to providing technical assistance calls, contract management, and other duties as assigned under the guidance of DBHR or WSU, or designee. • Conduct prevention-related research and evaluation data collection, cleaning, and/or analysis, as needed in collaborative environment. • Participate in SUD Prevention and MH Promotion internal meetings and conferences. • Participate in planning and implementing prevention strategies. • Attend prevention conferences and trainings. • Remain up to date on current prevention strategies by acquiring continuing education credits and working towards obtaining a Certified Prevention Professional (CPP) Certificate.
Job Function, % Time, Essential	30%, Increase capacity of identified communities to implement effective prevention services, Essential
Duties Performed	<ul style="list-style-type: none"> • Increase community capacity to prevent substance misuse by community youth, as follows: 1) research community context to create a comprehensive picture of risk and protective factors related to youth substance misuse; create presentation for key stakeholders and community representatives with the goal of creating a new prevention community coalition; educate coalition members on how to identify malleable risk factors in their own community, how to identify and select programs that address those specific risk factors, how to fund, implement and evaluate programs, and how to sustain coalitions and prevention efforts. • Assist community members with finding and interpreting data on prevention services in their communities.
Job Function, % Time, Essential	25%, Collaboration, Relationships, and Outreach, Essential
Duties Performed	<ul style="list-style-type: none"> • Develop written materials for public distribution; develop newsletters, posters, brochures, and other visuals including websites and social media to aid in delivering the message.

	<ul style="list-style-type: none"> Disseminate information and deliver presentations to various community partners on topics related to SUD prevention and MH promotion. Establish and maintain positive working relationships with collaborators, volunteers, and community prevention participants as well as WSU Extension and DBHR staff. Serve as a program expert, providing information regarding on curriculum and program to program constituents Develop and strengthen professional communication skills that can be used across agencies and with community partners.
Job Function, % Time, Essential	10%, Administration, Reports, and Recordkeeping, Essential
Duties Performed	<ul style="list-style-type: none"> Complete and submit all reports, evaluation, tracking, expenses, time slip, and other project and position related paperwork and presentations in a timely manner and in compliance with Funding Agency, University, and State/Federal requirements.
Job Function, % Time, Essential	5%, Other, Non-Essential
Duties Performed	<ul style="list-style-type: none"> Perform other duties as assigned.

Supervisory/Lead Responsibilities

Does this position lead the work of others?	No
Does this position supervise the work of others?	No

Position Qualifications

Required Qualifications	<ul style="list-style-type: none"> A Bachelor's degree in a relevant discipline (e.g. human development; psychology; social work; public health; sociology; etc.) and two (2) years of related program experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis. Ability to travel and work a flexible schedule during the week
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	<ul style="list-style-type: none">• Strong written and verbal communication skills• Excellent organizational and project management skills• Ability to travel extensively statewide.• Ability to work flexible work hours.• Proficient in MS Office products including Word, Outlook, and Excel.
Preferred Qualifications	<ul style="list-style-type: none">• Skills and/or experience in providing training to culturally diverse audiences on prevention and health promotion topics.• Experience working with racial/ethnic and other historically minoritized communities.• Experience in contract management, communications, and social marketing practices.• Experience working or interning at a state, county or local level government agency.• Ability to design effective work processes to fulfill program/community goals and objectives.• Ability to find and interpret research related to community coalition building and substance use prevention• Ability to find community-level data and present data clearly to community members.• Ability to help community members identify and interpret data and train them to use data to conduct their own needs assessments.