

SUMMARY

This is a professional position under the immediate supervision of the Associate Director of Community Strategy and general supervision of the Executive Director. The position is supported through a contract with the Missouri Department of Mental Health, Division of Behavioral Health, which has designated NCADA as a Prevention Resource Center (PRC). In compliance with the guidelines of the State contract, this position focuses on the development of alcohol, tobacco, and other drug misuse prevention programs with community coalitions in the eastern region of Missouri.

RESPONSIBILITIES

1. Participate as a team member in the formulation of program and/or agency planning, and in the coordination and implementation of PRC programs at the local and statewide levels.
2. Participate in consulting, promotion, training, follow-up, and technical assistance to participating community coalitions as well as other communities and schools eligible for services under the State PRC contract.
3. Serve as liaison to such agencies, coalitions, schools, and organizations which have an interest in prevention. Assist in networking of prevention programs to avoid duplication of efforts. Develop resources and referral sources needed by coalitions.
4. Conduct needs assessments for participating coalitions and other communities interested in PRC resources and services.
5. Assist coalitions with development and implementation of alcohol, tobacco, and other drug (ATOD) misuse prevention action plans.
6. Provide training for community members on topics needed to mobilize their communities and implement their action plans. Topics may include fund development, advocacy, ATOD information, drug-free alternatives, etc.
7. Monitor all aspects of coalition development and action plan implementation.
8. Continually seek opportunities to increase visibility and knowledge of the PRC.
9. Assist in implementation of PRC regional trainings and projects.
10. Write articles, make public presentations, cosponsor activities, etc., which raise awareness of ATOD issues and which bring resources together in support of ATOD prevention efforts.
11. Document all aspects of the job in compliance with agency, contractual, and funding requirements and needs.
12. Perform all other related work as assigned.

PERSONAL ATTRIBUTES

1. High degree of maturity and emotional stability.
2. Ability to maintain effective and cooperative relationships with volunteers, clients, staff members, and other community social service agencies.
3. Strong decision-making and leadership skills.
4. Cooperative spirit to work as a member of a team.
5. Ability to organize well, work with details, and exhibit follow through.
6. Some degree of flexibility with regard to evening and weekend work schedules.
7. Interest in personal and professional growth and the desire to seek supervision and knowledge to assist in this process.

SPECIALIZED KNOWLEDGE, EXPERIENCE AND TRAINING

1. Bachelor's or master's degree in education, psychology, social work, community organization, counseling, human services, or related field.
2. Within 6 months of hire obtain, at a minimum, Missouri Prevention Specialist (MPS) Certification through the Missouri Substance Abuse Professional Credentialing Board.
3. Previous training or experience in public speaking, social services, minority relations, counseling, youth programs, planning/coordination, community organization, or teaching preferred.