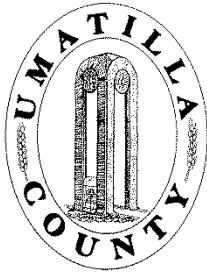


UMATILLA COUNTY POSITION DESCRIPTION



Department: UCo Health
Position Title: Addiction Prevention Coordinator

Employee Name: _____

Effective Date: _____

Job Series: Community Health System Developer **Salary Range:** 23
Union Covered: Yes **BOLI Exempt:** No

GENERAL DESCRIPTION OF POSITION

Develop, implement, and deliver prevention programs in the areas of substance abuse and gambling addiction. Programs are delivered to four target populations: school personnel, students, families, and community coalitions. Responsibilities include leadership, program coordination, training implementation, and technical assistance to various schools and community partners. Work to protect and improve the health of Umatilla County residents through prevention education and wellness promotion.

SUPERVISORY RELATIONSHIPS

Works under the direct supervision and assignment of the Community Health Supervisor. Supervision of employees is not a responsibility of this position but may direct and oversee the work of other team members, students, and volunteers.

PRINCIPAL DUTIES OF POSITION

- Developing, recruiting, coordinating, implementing, and evaluating addiction prevention programs in the community and school. (EE)
- Coordinate education and prevention interventions in the areas of alcohol and drug and gambling prevention. (EE)
- Develop reports for State of Oregon on prevention programming interventions. (EE)
- Collaborate with county departments and partner organizations on delivery of substance abuse and gambling prevention programs. (EE)
- Assist with grant applications and the acquisition of funds for specific health education project proposals. (EE)
- Submit written plans in a timely manner and in conformance with any authorizing agency requirements; prepare minutes, agendas, memos, correspondence and narrative reports as may be required (EE)
- Research and review evidence-based and/or reliable resources. (EE)
- Utilize media to enhance resources for community projects. (EE)
- Assist in outreach to hard-to-reach populations to obtain input for health planning activities and in increasing the department’s level of cultural competency as an organization (EE)
- Actively participate and represent UCo Health goals and services in community coalitions. (EE)
- Participate in occasional after hours or weekend events as needed to include health fairs, community clinics, and public health emergencies. (EE)

- Prepare and present effective oral presentations to the community. (EE)

OTHER DUTIES OF POSITION

- Completion of reports as required by the UCo Health and grant funders (EE)
- Actively promote the mission of UCo Health (EE)
- Assist in preparation and distribution of health education materials, including pamphlets, reports, films, exhibits, and other audio-visual aids (EE)
- Complete documentation and reports as required by any funding sources (EE)
- Report allegations of abuse, neglect and related incidents according to state and federal guidelines. (EE)
- If applicable, maintain current and active Oregon licensing related to degree and profession. (EE)
- Other duties as assigned

PROFESSIONAL RELATIONSHIPS:

Establish and maintain collaborative and effective working relationships with UCo Health team members, other County employees, school staff, representatives of other agencies and organizations, and members of the community. (EE)

PROFESSIONAL DEVELOPMENT:

Attend educations and training modules that encourage professional development and enhance continual learning; assist in training and mentoring of co-workers; and maintain regular and consistent attendance. (EE)

ACCREDITATION DUTIES OF POSITION

- Actively participate as an accreditation team member. (EE)
- Maintain a basic knowledge of Quality Improvement based on the Plan-Do-Check-Act (PDCA) model. (EE)
- Actively serve on Quality Improvement teams and/or identify processes for improvement, as assigned. (EE)

REQUIREMENTS FOR POSITION

- Bachelor's degree in public health, health education, public administration, science or related field.
- At least one year of experience in community outreach and/or health-related program development and implementation.
- Knowledge of public health practice and community health development to include assessment, planning, implementation and evaluation; ability to organize partnerships, exercise initiative, communicate orally and in writing in a clear, concise and effective manner; utilize work processing software and the Internet with a high level of competence; and maintain excellent interpersonal relationships within a culturally diverse population.
- Bilingual preferred.
- Ability to be intuitive and work independently and as part of a team.
- Must be able to establish and maintain effective working relationships with supervisor, county employees, and community members/general public.
- Ability and availability to work outside normal working hours to include evening and/or out of county meetings.
- Possess a valid Oregon driver's license with a satisfactory driving record.

- Obtain a current certification in cardiopulmonary resuscitation (CPR) within 12 months of hire (offered through UCHD).

SPECIAL QUALIFICATIONS

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

TOOLS AND EQUIPMENT USED

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature/Date