



Position Title	<b>Prevention &amp; Engagement Coordinator</b>
Wage/Salary Range	Coord 1
FLSA Status	Non-Exempt
Employment Status	Negotiable
Probationary Period	12 months
Training Period	2 weeks
Primary Location(s)	2370 Gable Road, St. Helens
Secondary location(s)	
Supervisor	Prevention Team Lead

**Position Description Summary**

The role of the Prevention Coordinator is to work collaboratively as part of a small team to engage the community and implement comprehensive evidence-based strategies

Coordinator will be required to network with community partners as a means to strengthen support for the work plan activities. This position requires travel throughout Columbia County as well as in-state travel for meetings and trainings.

**Key Accountability  
Duty Statements**

**Outreach & Education**

- Develops and maintains strong collaborative partnerships with key stakeholders (local, county-wide, and state-wide) and community partners for involvement in substance control initiatives.
- Engage and facilitate community groups and coalitions
- Demonstrated leadership skills
- Motivate community partners to actively participate in assessing data, identify community health needs, set priorities, identify best practices, facilitate effective decision making, and evaluate effectiveness of programs.
- Working with communities on the policy change process.

**Approximate  
Percentage of time  
Performance  
Standards**

60%  
Demonstrate progress on work plan milestones  
Number of partnerships created  
Number of community meetings attended

**Key Accountability**

**Program Coordination**

- Duty Statements**
- Complete reports and paperwork as required, including grant data, newsletter articles and press releases.
  - Identify best practice strategies to reduce and prevent risky behaviors
  - Proficient in Microsoft Office and Google Suite.
  - Demonstrate strong written and verbal communication skills.
  - Ability to perform work using initiative and independent judgment
  - Grant research, writing, management, and compliance.
- Approximate Percentage of time** 35%
- Performance Standards**
- Must be capable of setting priorities
  - Must be able to work under pressure
  - Must be able to multi-task
  - Complete work plans and reports on time.

Expectations for all staff include:

- Ability to work well with internal (coworkers, patients) and external (community partners) people is essential
- Utilization of agency tools and resources to maximize efficiency is critical (Google calendars, online order requests, email lists, etc.)
- Shall uphold the code of ethics in every interaction
- Shall represent CHS professionally by being prepared, arriving on time, being engaged in the activity, and communicating factual information
- Must pass all site reviews
- Take responsibility for requesting additional training needs immediately
- Expected to keep workspace functional, sanitary & presentable for others to use
- Attend monthly staff meetings and quarterly program meetings.
- Maintain strict confidentiality of all patient information at all times.
- Other duties as assigned.

**Position Factors:**

<b>Minimum Education Level Required</b>	Degree in public health, education or related field
<b>Minimum experience level required</b>	Professional work experience in public health, community health or education, public policy, or a related field.
<b>Amount of supervision received by the employee</b>	As needed, onsite by Director
<b>Analytical skill required</b>	Think critically to strategize outreach, education, and problem solving.
<b>Level and budget volume of financial responsibility/accountability</b>	Work with Fiscal Manager annually to develop program budget. Quarterly budget meetings with Supervisor and Fiscal Manager.

<b>Impact of actions carried by this position</b>	Substance use is the leading cause of preventable death, disease, and disability in the United States. Reducing risky behaviors will greatly impact the health of our community where we live, work, learn, and play.
<b>Diversity and complexity of the supervision exercised</b>	NA
<b>Scope of the human resources impact of this position</b>	NA
<b>Level and Nature of internal contacts</b>	Collaborate with co-workers
<b>Level and Nature of external contacts</b>	Community partnership development and engagement

Employee

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Signature

Date

Supervisor

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Signature

Date

Administrator

\_\_\_\_\_

Signature

Date