

**Town of Natick
Job Description**

Position Title:	Prevention Coordinator	Grade Level:	2
Department		FLSA Status	Exempt
Reports to:	Prevention and Outreach Program Manager		

Statement of Duties: Assist in the Town's efforts to provide families and individuals impacted by substance abuse. This position assists the Prevention and Outreach Program Manager in the communication, coordination of services, and implementation of services to those affected by substance abuse.

Supervision Required: The employee works under the general supervision of Prevention and Outreach Program Manager.

Supervisory Responsibility: The employee is not responsible for the supervision of any other employee.

Accountability: This position requires a high degree of accountability and incorrect actions would potentially result in monetary loss, missed deadlines, potential injury and possible legal repercussions.

Judgment: Judgment is required in analyzing specific situations to determine appropriate course of action.

Complexity: Assignments typically involve evaluation and interpretation of factors, conditions, or unusual circumstances; inspecting, testing, or evaluating compliance with established standards or criteria; gathering, analyzing, and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Confidentiality: The position often requires a high degree of confidentiality to protect the privacy of the population being served. Individual judgment and the application of professional knowledge experience are required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

Work Environment: This position requires interaction with the general public in office environments, classroom meetings, as well as, possibly outdoors.

Nature and Purpose of Contacts: This position requires frequent interaction with co-workers, general public, representatives of professional organizations, and civic leaders. The employee may be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

Occupational Risks: Risk exposure is no greater than that associated with typical office settings.

Essential Functions:

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The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Develop initiatives focused on preventing and reducing youth substance use and other risky behaviors; such initiatives shall be developed in collaboration with Natick Public Schools, Natick Recreation & Parks, and other youth serving organizations in Natick, as well as the Opioid Task Force.
- Provide support to the Natick Together for Youth (NTY) coalition, including professional guidance and support, coordination and facilitation of meetings and activities, and planning and participating in community events.
- Provide support to the Natick Above the Influence (NATI) youth leadership program at Natick High School, with initial emphasis on efforts to enhance the group's presence in the community and connection to middle schoolers.
- Participate in the planning and implementation of quarterly At Risk Youth Committee meetings hosted by the Community Service Department.
- Gather and analyze community and regional data and local conditions to inform development of timely and appropriate responses to risk factors that contribute to youth substance use and other risky behaviors.
- Represent the Town of Natick at local and regional meetings, including but not limited to the MetroWest Substance Abuse Prevention Collaborative and the MetroWest Substance Abuse Prevention Alliance.
- Manage public communications, including department mailings, website, social media, press releases, and other opportunities to maximize awareness of the services offered by the Town with respect to substance mis-use and related challenges.
- Provide support with respect to preparation of applications and proper administration of grants.
- Assist in scheduling and coordinating meetings and public events
- Provide general administrative support for division staff

Recommended Minimum Qualifications:

Education and Experience:

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- Minimum of a Bachelor's degree in a related field with five or more years' experience in youth development and/ or development and delivery of substance misuse prevention initiatives.

Special Requirements: Preferred MA, MPH, MSW, or an equivalent Master's degree, or a Bachelor's degree with Certified Prevention Specialist (CPS)

Knowledge, Abilities and Skill

Knowledge:

- Knowledge of Strategic Prevention Framework (SPF), principles of community engagement, coalition building, substance abuse prevention, public health promotion, youth development, and harm reduction strategies required.

Abilities:

- Ability to operate all office machines Ability to maintain a high level of confidentiality. Ability to communicate effectively both orally and in writing. Ability to interface among varied constituent groups. Ability to maintain accurate and detailed records.

Skill:

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Physical and Mental Requirements

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 position's essential functions.

Physical Skills:

- There is no physical demand required. The ability to lift up to thirty pounds, as well as, sit for up to four hours, or walk .

Motor Skills:

- Duties may involve close hand-eye coordination and physical dexterity.

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Visual Skills:

- **Ability to read, see, and differentiate colors.**

This 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.

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