



JOB DESCRIPTION

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| Title | Prevention Program Coordinator | Created | July 2010 |
| Department | Juvenile | Revised | |
| Job Class | M 5 | Safety Sensitive | Yes |
| Labor Union | Unrepresented | FLSA | Exempt |

Purpose

Responsible for managing the daily and operational aspects of the youth prevention program including management of contracts, service quality, staff deployment, integration with local community and public relations.

Essential Functions

- An employee in this classification may perform any of the following duties, however, these examples do not include all the specific tasks that an employee may be expected to perform up to and including:
- Monitors contract compliance and implements contract statement of work.
- Assists in developing and monitors program budget. May be required to participate in grant writing and fund-raising activities.
- Monitors quality management compliance and performs day-to-day quality management tasks.
- Develops and implements new programs in coordination with program objectives.
- Coordinates partner organization relationships within specific program.
- Establishes direct service expectations for program staff. Monitors employee productivity and documentation.
- Coordinates hiring process including training and orientation.
- Responsible for performance evaluations and performance concerns for program area.
- Meets with staff individually and as a group for regular supervision. Maintains accurate documentation of supervisory meetings.
- Provides or coordinates community assessment, program planning, community mobilization, implementation and evaluation for collaborative programs.
- Provide technical assistance, training, and/or consultation for collaborative programs
- Completes required program reports timely and accurately
- Attend contract required meetings, agency, team and consultation meetings, intra-agency trainings, etc. May represent the county at community meetings.
- Research, write and monitor grants related to program activities
- Participate in various community groups, coalitions, schools, businesses and other partners as appropriate to program activities and work plans.



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- Continually increase level of cultural sensitivity, awareness and competency.
- Other duties as assigned.

Mandatory Qualifications

A Certified Prevention Specialist Credential from the state of Oregon is required. Must have a bachelor's degree in human services or related field or equivalent combination of education and experience with two years of clinical, administrative and supervisory experience. Must be computer proficient. Requires effective communication skills and ability to provide culturally competent treatment services to diverse client populations. Must possess a valid driver's license.

Desired Qualifications

Master's degree in Human Behavior, Psychology or a related field.

Physical Demands

Physical demands on position are minimal involving moving materials, books, files, etc., weighing up to 15 pounds.

Working Conditions

Professional office/clinic working environment, which requires teamwork, cooperation, positive communication and safe work habits.

Supervisory Responsibility

Responsible for .5 FTE and up to six Parent Educators and Child Care Providers.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

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