



Choosing Health

Northeastern Vermont Regional Hospital

Prevention Coalition Coordinator Position Description

Department: Drug Free Communities Support Program

Reports to: Director Substance Misuse Prevention

Grade: F

Position Control Number: 01.6969.1615 – Drug Free Communities Grant (.9 FTE)

01.6963. – Bridge Prevention Funding (.1 FTE)

Supervises: Substance Misuse Prevention Specialist

Job Summary: The **Prevention Coalition Coordinator** serves as the program coordinator for the Northeast Prevention Coalition (NPC) and the Drug-Free Communities Support Program award in the amount of \$125,000 by the White House Office of National Drug Control Policy, in cooperation with the Centers for Disease Control and Prevention (CDC). The Prevention Coordinator assists the NPC in achieving its goals to establish and strengthen community collaboration in support of local efforts to prevent youth substance use. The goals will be achieved by developing a more formal coalition structure, and subcommittees, and implementing evidence-based prevention strategies. The Prevention Coordinator will use the Strategic Prevention Framework, developed by the U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMHSA), to guide the coalition in developing the infrastructure needed for community-based public health approaches leading to effective and sustainable reductions in substance use. The Coordinator will be responsible for supervising the Substance Misuse Prevention Specialist. The Coordinator also ensures accurate and timely completion of all reports and compliance with all grant requirements. This is a grant-funded position and is only secure as long as the funding is available.

Essential Functions, Duties, and Responsibilities

1. Core Responsibilities:

- a. Recruitment and retention of NPC Members
- b. Create strong infrastructure to support NPC's mission and activities
- c. Provide opportunities for engagement and education for NPC members.
- d. Involve youth in NPC activities through education and skills development.
- e. Create a comprehensive evaluation plan together with the evaluator.
- f. Incorporate sustainability strategies into all aspects of NPC's work.
- g. Educate and provide information to the community and NPC members (tobacco, alcohol, and other drugs).
- h. Enhance coalition-building skills of NVRH prevention staff, NPC members, and youth.
- i. Promote/support policies/activities to reduce tobacco, alcohol, and other drug use among youth.
- j. Work to enhance barriers that limit youth access to tobacco, alcohol, and other drugs.
- k. Work to change consequences for youth who use or purchase tobacco, alcohol, and other drugs.
- l. Work to change physical design in order to lessen youth access to tobacco, alcohol and other drugs.
- m. Work to modify policies in order to reduce tobacco, alcohol and other drug use among youth.
- n. Eventual supervision of Substance Misuse Prevention Specialist.

2. Grant Management:

- a. Monitor DFC budget (federal request and match requirements).
- b. Ensure timely completion of DFC reporting requirements.
- c. Ensure compliance with state and federal requirements associated with DFC.
- d. Ensure completion of DFC deliverables as outlined in the DFC work plan.
- e. Submit a DFC continuation application to the CDC on an annual basis and in a timely fashion.
- f. Work to sustain the coalition beyond the DFC grant period.

3. Communication and Professional Outreach/Development:

- a. Serve as primary liaison to the CDC (DFC program officer)
- b. Attend all meetings, conference calls, and professional development opportunities required by the DFC grant.
- c. Attend additional professional outreach/development as requested by the director of substance misuse prevention.

4. Communicates in a professional, sensitive, and helpful manner; discusses differences of perspective in a mutually respectful and sensitive manner.

5. Maintain established department/hospital policies, procedures, objectives, quality assurance, safety, environmental and infection control.

6. Cooperates with other personnel to achieve department objectives.

Job Specifications:

Position Qualifications:

- Bachelor's Degree
- Two or more years' experience in grants administration, community organizing, and/or substance abuse prevention or related fields
- Master's Degree in public health or public administration preferred
- Experience administering federal grants preferred
- Knowledge of data-driven decision-making and performance management (e.g. Results Based Accountability)
- Knowledge of substance abuse prevention & Strategic Prevention Framework (SPF)
- Proficient in budget monitoring
- Ability to work independently, perform complex tasks, and prioritize multiple projects
- Ability to communicate effectively both verbally and in writing across a broad spectrum of audiences
- Ability to cultivate and maintain professional relationships
- Must have a valid driver's license

Working Conditions:

- Ability to communicate clearly, both orally and written.
- Clerical perception to proofread materials.
- Ability to perform typing, filing, and record keeping.
- Ability to communicate with people of various educational levels.

Physical Demands:

- Job allows the employee to vary physical position or activity for comfort
- The duties of this position will be carried out primarily in both office and community settings.
- This position requires an employee to regularly remain at a workstation with the use of a computer (Sitting and use of hands)
- The employee must occasionally lift and/or move up to 10 pounds.
- This position requires working occasional evenings.
- On a normal work day, may be required to stand and/or walk for 8 hours or longer

In an average work day, the weight requirements are:

Note: Employees are responsible for safely moving, lifting, and handling all supplies, equipment, and patient care needs. Safe lifting practice is expected in all areas of job performance and employees are responsible for requesting help whenever needed, regardless of the weight, using available assistance, i.e. lifting devices or additional staff.

Weight Range	Not Required	Rarely (Explain)	Occasionally (1% to 33%)	Frequently (34% to 66%)	Continuously (67% to 100%)
0 to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11 to 25 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26 to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In an average work day, the employee may be required to perform:

Activities	Not Required	Rarely (Explain)	Occasionally (1% to 33%)	Frequently (34% to 66%)	Continuously (67% to 100%)
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending/Stooping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching Shoulder Height & Below	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching Above Shoulder Height	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping/Handling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine Manipulation/Fingering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operating Foot Controls	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explain					

Complies with established departmental and hospital policies and procedures, including, but not limited to, various hospital “codes”, fire safety, infection control, emergency procedures, time and attendance, and other hospital policies.

- Has adequate knowledge of the various hospital codes and appropriate action to take.
- Maintains clean and safe working environment.
- Initiates and follows infection control guidelines.
- Promotes safety in the work place.
- Adheres to hospital policies that may affect day-to-day operations.
- Applies the guidelines of the Confidentiality Policy at all times.

Demonstrates the ability to organize his/her time effectively and efficiently. Manages a typical work assignment. Is productive. Assists others when able.

- Capable of working independently and/or within a team.
- Completes assigned duties within scheduled hours.
- Is able to manage multiple tasks.
- Is able to prioritize work assignments effectively.
- Assists other team members with workload when his/her work is complete.

Adheres to NVRH Standards of Behavior: We are committed to providing the highest quality service and care, and meeting our patients' needs in a courteous and respectful manner. This commitment is reflected in our behavior towards each other.

- Treats each person with dignity, respect and compassion.
- Is considerate and exhibits professional courtesy at all times.
- Is cooperative and receptive to requests for help from others.
- Shows respect through proactive and positive communications; acknowledges the presence of others, makes eye contact, smiles, introduces self and greets people by name, answers questions in a professional, pleasant and informative manner, says thank you, listens with the intent to understand through positive body language, asking questions and repeating back your understanding.
- Discusses issues with co-workers in a respectful way. Does not involve others co-workers. Uses resources for guidance and support as needed.
- Accepts responsibility for their job, acknowledges own mistakes, holds others accountable for meeting the standards of behavior, and acknowledges and recognizes others.

Utilizes the NVRH Fundamentals of Service principles to reduce patient anxiety, provide excellent customer service, and promote a culture of teamwork and cooperation.

- Acknowledges the patient/customer/co-worker by name: Smiles, makes eye contact and greets them in a pleasant manner.
- Introduces self: states name and role at NVRH; highlights skill and expertise of self and other healthcare team members.
- Duration: Gives the patient/customer/co-worker a time expectation; keeps the patient/customer/co-worker informed as to the amount of time a procedure or process will take; includes letting them know if there is a wait time; gives time expectation of that wait.
- Explanation: Keeps patient/customer/co-worker informed by explaining all processes and procedures; assists patient/customer/co-worker to have clear expectations of what will be occurring.
- Thanks the patient/customer/co-worker: Consistently thanks patient/customer/co-worker for their time and, if a patient, for choosing NVRH.
- Managing up: Says positive things to patients/family/visitors about co-workers, other departments and physicians; does not say negative things to patients/family/visitors about co-workers, other departments, and physicians.