



Choosing Health

Northeastern Vermont Regional Hospital

Prevention Program Coordinator Position Description

Department: Prevention Center of Excellence

Reports to: Director Substance Misuse Prevention

Grade: F

Position Control Number: 01.6964.1617 – Prevention Lead Organization (.4 FTE)

01.6966 – CDC Tobacco Grant (.1 FTE)

Supervises: N/A

Job Summary: The **Prevention Program Coordinator** will assist the director in achieving program goals of promoting healthy lifestyles and norms that reduce the risk associated with the use of alcohol, tobacco, and other drugs, and the promotion of protective factors that support the health and well-being of children and families and populations at risk for substance misuse. Using data-driven models, like the Strategic Prevention Framework, the Coordinator will assist the Director with bringing together coalitions, organizations, residents, and other community partners across the region to promote and expand strategic and sustainable plans to implement community-driven programs and services to positively impact health and well-being. The Coordinator supports the Director by ensuring the accurate and timely completion of all reports and compliance with all Substance Misuse Prevention Department grant requirements. This is a part-time (20 hours/week) position. 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:

Under the direction of the director:

- a. Will primarily assist with duties and responsibilities outlined in the Prevention Lead Organization work plan.
- b. Provide technical assistance to coalitions throughout the region.
- c. Support Northeast Prevention Coalition Coordinator (NCP Coordinator) with planning and implementing Core Measures Survey annually utilizing the support of the evaluator.
- d. Support Substance Misuse Prevention Specialist with implementation, coordination, and continued development of the Tobacco Control State Plan through tasks and activities outlined in the scope of work.
- e. Collaborate with the Vermont Department of Health, prevention program staff, and other stakeholders to adequately address school needs related to providing primary and secondary prevention to students, parents, and community members.
- f. Maintain and update Score Card via Clear Impact
- g. Ensure the Northeast Prevention Coalition website is current and work with Flek to ensure regularly scheduled maintenance is complete.
- h. Communicate with the Marketing Department to promote program-related events and resources via press releases, radio spots, NVRH publications, etc.
- i. Manage Social Media accounts to educate and provide information to the community with a focus on promoting “special days” such as National Drug Takeback Day, Prevention Week, Fentanyl Awareness Day, Great American Smokeout, World No Tobacco Day, etc.
- j. Assist the director with maintaining collaborative working relations with local, regional, state, and federal partners in this work.

2. Grant Management:

Assist director with:

- a. Monitoring grant budgets.
- b. Submit invoices to the business office.
- c. Ensuring timely completion of grant reporting requirements.
- d. Ensuring compliance with state and federal requirements associated with grants.
- e. Ensuring completion of grant deliverables as outlined in the notices of award.
- f. Submitting grant continuation applications in a timely fashion.
- g. Working to sustain the coalition beyond the grant periods.

3. Communication and Professional Outreach/Development:

- a. Serve as coordinator of grants as assigned by the director.
- b. Attend all meetings, conference calls, and professional development opportunities required by grants as assigned.
- 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 perspectives 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. Master's Degree in Public Health or Public Administration preferred.
- Two or more years' experience in grants administration, community organizing, and/or substance abuse prevention or related fields.
- 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.
- In 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.