



**CITY OF NEW BRITAIN
Announces**

This position is an unclassified, grant funded position

Job Title: **Prevention Coordinator**
\$47,000.00 Annual Salary (36.25 hours week)
Direct Reports (Y/N): N
Department: Community Services
Closing Date: Open until filled

This is a non-union position

JOB SUMMARY: The Prevention Coordinator works under the supervision of the Community Services Program Manager and is responsible for the day to day operations of designated Drug-Free Communities (DFC) initiatives, and coordinates all activities related to DFC initiatives, including serving as primary liaison to the Local Prevention Council, Office of National Drug Control Policy, grant evaluator, and any other related agencies that promotes the work of substance use prevention initiatives on local, state, and national levels for both youth and adults.

SUPERVISION RECEIVED: Works under the general supervision of the Community Services Administrator.

EXAMPLES OF ESSENTIAL DUTIES:

- Ability to manage grant requirements including meet all objectives and activities required in grant contracts.
- Coordinates and leads community meeting as required to maintain coalition building and sustainability for the City of New Britain's Local Prevention Council (LPC) and substance prevention task forces. Tasks include but are not limited to:
 - Chair/ co-chairing all committee and sub-committee meetings
 - Preparation and distribution of Local Prevention Council agendas, postings, reminders and minutes
 - Maintaining all membership forms and volunteer logs
 - Scheduling of meetings
 - New member orientations
 - Registration and logistics of all trainings
- Ability to maintain relationships with community agencies
- Managing data collection tactics along with organizing community surveying, needs assessments, and evaluating for continuous improvement
- Knowledge and experience in implementing the Strategic Prevention Framework with the ability to train community members
- Stay current on all of the latest research findings and knowledge of current methods of substance abuse prevention for both youth and adults.
- Attends all training required by the grant contract
- Develops and coordinates training and public educational materials to be provided to LPC and Community members
- Excellent oral and written communication skills:



- Ensure that LPC related activities provide culturally and linguistically appropriate communication approaches focusing on populations that are disproportionately affected by substance use/ abuse/ and misuse.
- Knowledge and experience with Social media management
- Create educational, promotional, and social media campaigns enhancing substance prevention, mental/ behavioral health awareness, LPC and other city related initiatives.
- Knowledge of Fiscal management ensuring expenditures are appropriate for grant requirements and are approved by Community Services' Administrator
- Required to perform as a Community Services' Team member and help facilitate all division responsibilities as needed.
- Provides any additional tasks and duties as required by supervisor.

NOTE: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

KNOWLEDGE, SKILLS, & ABILITIES

Strong oral, written and interpersonal communication skills; familiarity with youth and adult substance use prevention methods and techniques; demonstrated experience in community organizing, systems coordination and framework management; experience in speaking to groups of people and the public; ability to manage multiple projects simultaneously with high attention to detail and deadlines; ability to perform duties independently while showing initiative and exercising judgment and tact; working knowledge of and familiarity with word-processing, spreadsheet software, and social media management; and ability to maintain effective working relationships with co-workers, public and private agencies and the general public.

MINIMUM QUALIFICATIONS

- Bachelor's Degree required. Majors in Social Services or mental/ public health preferred
- 3-5 years related experience with minimum of two years in the field of youth substance use prevention; or substance use prevention
- Prevention Specialist certification required, (or must obtain within year 1 of employment) and maintained throughout the duration of employment.
- Ability to speak basic English is required; the ability to speak Spanish, Polish, or additional languages is preferable.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS:

Performs duties in extreme weather conditions, including heat, cold, rain, or snow. Must wear protective clothing and safety equipment. Must be able to lift and/or carry objects of medium to heavy weight. Exposed to hazardous conditions during routine work and in general emergencies.



This position is open until filled. Application forms may be obtained at the office of the Civil Service Commission/Personnel, Room 409, City Hall, 27 West Main St., New Britain, CT 06051. Tel (860) 826-3404 or online at www.newbritainct.gov.