

## **COORDINATOR OF ALCOHOL AND SUBSTANCE ABUSE AWARENESS AND PREVENTION PROGRAMS (SCHOOLS)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized work within a school district involving developing, coordinating, implementing and managing alcohol and substance abuse prevention programs for secondary students and their families. The position will focus on prevention and education programs which will include other wellness initiatives to reduce risk for drug and alcohol use. This work is performed under the supervision of the Director of Special Education Services/Pupil Personnel Municipal Counseling Services. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Conducts on-going needs assessment and compiles and reviews statistics and data to design or develop programs and services that are specific, sensitive and culturally relevant to secondary students and their families;

Conducts and coordinates presentations in the school and community setting to increase awareness, build general support for safe behavior and support personal risk-reduction efforts;

Establishes and maintains a collaborative relationship with the Our Community Against Drug Abuse (OCADA) Coalition and assists them with needs and resources assessment and service planning which involves the school community;

Conducts and coordinates outreach to secondary students in the community;

Provides individual health education and facilitates risk reduction groups to assist secondary students with planning and achieving healthy behavioral change;

Collaborates with the high school administration staff to develop and implement a mentoring program for identified students within the school setting;

Provides referrals for secondary students and families to community resources including counseling as needed.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices involved in comprehensive, evidence-based drug prevention; good knowledge of public and private agencies which provide alcohol and substance abuse services; ability to plan and implement alcohol and substance abuse awareness and prevention education and other wellness programs; ability to establish and maintain successful relationships with students and their families, school personnel and professionals in the field; ability to gather and understand data and prepare reports; ability to communicate effectively, both orally and in writing.

### **MINIMUM QUALIFICATIONS:**

1. A Master's degree or higher in Social Work, Counseling, Education, Community Organization, Psychology or related field and two (2) years of post-degree experience in administration, counseling, training or education in a human service area, at least one (1) year of which were involved in substance abuse treatment, prevention and/or education; or

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2. A Bachelor's degree in Social Work, Counseling, Education, Community Organization, Psychology or related field and three (3) years of post-degree experience in administration, counseling, training or education in a human service area, at least two (2) years of which were involved in substance abuse treatment, prevention and/or education; or
3. A Bachelor's degree which included at least 15 credits in the behavior sciences and three (3) years of post-degree experience in administration, counseling, training or education in a human service area, at least two (2) years of which were involved in substance abuse treatment, prevention and/or education.

**NOTE:** A current Credentialed Prevention Professional (CPP) by New York State shall be deemed fully qualifying.