

COORDINATOR, COMMUNITY RESOURCE PROGRAMS**

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and professional work involving responsibility for planning, organizing and directing community resource programs to assist local leaders in the promotion of public safety and the well-being of citizens through the establishment of individual and collaborative programs designed to prevent alcohol and substance abuse. The work is performed under the direction of the County Executive, and supervision is provided to professional staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and implements programs to promote public safety and the well-being of citizens by increasing public awareness about substance abuse and resources to resolve problems, reducing alcohol and drug abuse, identifying and eliminating service need gaps, assisting businesses with the development of prevention services, etc.;

Consults with various agencies (e.g., school districts, Community agencies, Department of Social Services, Probation, Mental Health, etc.), to identify populations appropriate for Community Resource Program services and to exchange information;

Oversees and participates in the development of plans to identify substance abuse/crime prevention training needs appropriate for specific communities and/or targeted populations;

Plans and conducts lectures, seminars, workshops primarily on methods of the prevention of alcohol and substance abuse;

Oversees the collection of data concerning program effectiveness and prepares reports on the activities and progress of Community Resource Programs;

Acts as liaison to community agencies, businesses, schools, parents, etc., in order to coordinate services, develop collaborative initiatives, improve the quality of prevention activities, increase public awareness about alcohol and drug abuse, etc.;

Supervises staff involved in community resource program activities;

Performs program review and makes recommendations to the County Executive for change where appropriate;

Resolves emergency and crisis situations;

Establishes and maintains program standards.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices involved in programs designed to prevent alcohol and substance abuse; good knowledge of the psycho-dynamics of human behavior; good knowledge of the alcohol and narcotics abuse fields and the treatment of substance abusers; good knowledge of administrative and supervisory principles; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relationships with others; ability to gather data and prepare reports.

MINIMUM QUALIFICATIONS: A Master's degree or higher in Social Work, Psychology, Rehabilitation Counseling, or comparable curriculum, and five (5) years of post-degree experience in the field of human services*, at least two (2) years of which included the supervision of professionals working in a drug, alcohol or substance abuse treatment or prevention program or a crime prevention or public safety program.

(over)

NOTE: Either of the following may be substituted for the Master's degree requirement:

1. A Bachelor's degree and two (2) additional years of the required general experience or
2. Credentialing as an Alcoholism Counselor by the New York State Office of Alcohol and Substance Abuse Services and one (1) additional year of the required general experience.

*Experience in the field of human services shall be defined as work, which involved the delivery of social, economic or emotional support services to clients or patients in need of such services (e.g., casework, social work). The work requires independent judgment in interacting with or responding to the client.

**This reflects a retitling of Program Supervisor, Community Partnership Program.