

PROJECT COORDINATOR, DRUG FREE COMMUNITIES PROGRAM

DISTINGUISHING FEATURES OF THE CLASS: This is complex professional work involving responsibility for planning and sustaining a community drug prevention coalition. This work is performed under the supervision of the Director of Municipal Counseling Services. Work direction is given to a small number of support staff and/or volunteers who work with the community drug prevention coalition. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans and coordinates training for community leaders, teachers, counselors and grassroots organizations connected with the community drug prevention coalition to teach best methods and practices of alcohol, tobacco and other drug prevention;

Collects data on current drug trends and related services in the community, the success of currently existing programs and practices and reports these both to local and State/Federal leaders and funding agencies;

Prepares and submits required quarterly, semi-annual and annual reports to the Federal and State funding agencies and does related paperwork, including records of participant attendance and other records;

Collaborates with program evaluator to measure effectiveness of community drug prevention coalition's efforts;

Recruits new membership for the drug prevention coalition through outreach into the community and maintains current membership through support and guidance of their efforts;

Participates in planning and implementation of the community's development of its own unique prevention activities;

Assists the Director in the preparation of budget and grants to continue program's efforts.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices involved in comprehensive, evidence-based drug prevention; thorough knowledge of human behavior and principles of addiction and recovery; good knowledge of training principles, practices and techniques; good knowledge of the community and techniques to connect programs to its unique needs; good knowledge, principles and practices of fiscal and programmatic reporting requirement; ability to gather and understand data and prepare reports; ability to communicate effectively, both orally and in writing; express self both orally and in writing; ability to engage others in working together.

MINIMUM QUALIFICATIONS:

1. A Master's degree or higher in social work, counseling, education, community organization 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
2. A Bachelor's degree in social work, counseling, education, community organization 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

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3. A Bachelor's degree which included or was supplemented by 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; or
4. Graduation from high school or possession of an equivalency diploma and seven (7) years of 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 plus be current as a Credentialed Alcoholism and Substance Abuse Counselor (CASAC) by New York State or be current as a Credentialed Prevention Specialist (CPS) by New York State.

NOTE: A current Credentialed Prevention Profession (CPP) by New York State may substitute for the Master's or higher degree.