

Hancock Resource Center Position Description

Position Title: Prevention Coordinator

Reports to: Executive Director

Full-time, exempt.

Qualifications:

Bachelor's Degree in Counseling, Social Work, Nursing, Education, or related community development field. Requirement may be waived with extensive experience. Experience with project planning and coordination required. Must be able to pass background check and subject to drug testing. Must have vehicle and be able to drive. Must be able to represent a lifestyle free of substance abuse.

Skills and Knowledge:

- Leadership skills and experience.
- Competency in in computer technology including, but not limited to Microsoft Word, Excel, Power Point, Office, web-based applications and email.
- Experience with social media platforms and community outreach
- Effective communication skills, attention to detail and organizational, and time management skills. Public Speaking required.

Supervisory Responsibility:

May supervise volunteers in course of projects or events.

Travel:

Local travel and travel for training.

Description of Duties:

1. Provide oversight and coordination of the Drug Free Community grant and the Sober Truth on Prevention of Underage Drinking grant.
2. Act as staff to the Hancock Community Coalition, developing and supporting coalition committees and volunteers to achieve the Coalition's objectives.
3. Work with Hancock Resource Center's youth programs including the Hancock Youth leadership Academy, Hancock Youth for Positive Efforts, and Hancock Youth Ready for Employment.
4. Foster and continuously develop relationships with stakeholders for the Drug Free Communities program including attending city council, alderman, board of supervisor and other community organization meetings.
5. Coordinate the implementation of a long range strategic plan to address substance abuse in Hancock County:
 - a. Assess needs the community,
 - b. Build capacity to impact change
 - c. Develop a plan, updated annually, to impact change
 - d. Oversee the implementation of the plan, including the procurement of additional programs and resources.
 - e. Evaluate change and modify actions accordingly.
 - f. Develop strategies to affect community level change related to youth and substance abuse in Hancock County- Provide information, Enhance skills, Provide support, limit access and reduce barriers, Change consequences, Change physical design, and Modify/change policies.