



EMPLOYMENT OPPORTUNITY

POSITION: Prevention Coordinator II
LOCATION: Gonzales
SALARY RANGE: \$18.79-20.91 per hour
SCHEDULE: fulltime/some evenings and weekends
APPLY BY: Will accept applications until filled
APPLY TO: dacosta@sunstreet.org or
Fax: (831) 753-6005

MINIMUM QUALIFICATIONS

Bachelors' degree or 3 years experience in alcohol and drug intervention and prevention field; or approved combination of experience and education. Experience working with teens, and community advocacy; communicate effectively and build bridges in the community. Familiarity with the small communities in south Monterey county. Must have valid California driver's license and automobile insurance.

DESCRIPTION

Goals include the prevention of underage drinking and drug use, increased parental skills, family empowerment, and youth development. Work on environmental approaches to reduce youth social access to alcohol and drugs in South County; work with media. Work closely with Law Enforcement, City Councils, State Alcohol and Beverage Control and local Schools. Teach life skills curriculum to parents. Facilitate grass roots parent advocacy group. Work with high school youth groups on self empowerment skills and influencing alcohol and drugs among youth.

NOTE: Employees will be required to be fingerprinted and will be subject to clearance by the Department of Justice.

Posted: 10/7/2020

An Equal Opportunity/Affirmative Action Employer

Racial/ethnic minorities, women, people with disabilities, Vietnam veterans, and people in Recovery are encouraged to apply for all positions

Sun Street Centers

Job Description

Position: Program Coordinator I and II
Prevention

Classification: Non-Exempt

Grade: 6 & 7

Purpose:

Goals include the prevention of underage drinking and drug use, increased parental skills, family empowerment, and youth development. Work on environmental approaches to reduce youth social access to alcohol and drugs; work with media. Work closely with Law Enforcement, City Councils, State Alcohol and Beverage Control and local Schools. Teach life skills curriculum to parents. Facilitate grass roots parent advocacy group. Work with high school youth group on self-empowerment skills and influencing alcohol and drug youth among youth. Provides resources support and training to members of the community, staff and program participants to facilitate agency and program goals. Assist with supervision, hiring and training of direct service staff - youth leaders and program aides, and volunteers. Service Coordinator I and II levels based on size of overall responsibility including but not limited to geographic area, number of participants served, number of staff, amount of fiscal responsibility.

Principle Responsibilities:

The following responsibilities represent the essential functions of the position. An employee in this classification is responsible for carrying out the following functions:

1. Acts as a resource for alcohol and drug addiction information, prevention, treatment, education, and recovery services.
2. Initiates program development, work plans, community activities to support primary prevention towards population-level change in attitudes and behaviors.
3. Acts as a liaison between program services and the community. Volunteers.
4. Teach evidenced-based and best practices and/or provide group education.
5. Assures adequate program staffing through scheduling, recruitment, hiring, and orientation of youth leader advocates, and youth and adult volunteers, as assigned. Provides supervision, evaluation, and training of staff and/or volunteers.
6. Assures quality services are provided in timely manner; record activities in database, meet workplan goals.
7. Assures effective communications with persons served, funding sources, staff, management and community.
8. Assures compliance with all safety regulations.
9. Assures compliance with all agency policies and procedure requirements.
10. May perform special projects or other duties as assigned to assure the efficiency of the program.

Minimum Qualifications:

Bachelor's degree or equivalent plus one year or AA plus 3 years of related experience working with people with alcohol and/or drug addictions, prevention programs, afterschool programs, or volunteer advocacy or mobilization programs.

Reports To: Manager or Director

Supervisory Responsibility: As assigned

Required knowledge, Skills and Abilities:

1. Proficiency in MS Word, Excel, and databases
2. Ability to communicate effectively and provide excellent customer service.
3. Ability to observe, evaluate, document and communicate verbally and in writing
4. Knowledge of alcohol and drug prevention, treatment and recovery
5. Ability to communicate and lead in a culturally competent and sensitive manner.

Environmental Conditions:

Constant movement around service area, and travel into the community. Must have personal transportation, valid driver's license and insurance. Time spent sitting, using a computer station, periods of intense concentration, using the telephone, paperwork. Time spent in meetings, travel to various work site locations throughout the County. Exposure to outdoor weather and environmental conditions.