

**CLASS TITLE: COORDINATOR OF PREVENTION
 EDUCATION AND TRAINING**

**Class Code: 02822900
Pay Grade: 33A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, coordinate, review and initiate information to the public regarding substance abuse programs and services provided by the Division of Substance Abuse; to coordinate various prevention, education and training programs relative to the division and provide guidance and direction to community based substance abuse programs including funding, monitoring, evaluation and technical assistance; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with considerable latitude for the exercise of independent judgement; work is reviewed for conformance to established policies, procedures, rules, and regulations.

SUPERVISION EXERCISED: Supervises and reviews the work of a subordinate staff assigned to assist in carrying out program functions.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, coordinate, review and initiate information to the public regarding substance abuse programs and services provided by the Division of Substance Abuse.

To coordinate various prevention, education and training programs relative to the division and provide guidance and direction to community based substance abuse programs including funding, monitoring, evaluation and technical assistance.

To be responsible for the direction and dissemination of a wide range of informational materials to the general public and community organizations concerned with substance abuse treatment programs.

To be responsible for the coordination of informational releases and material to the public regarding substance abuse treatment programs and services.

To direct such informational areas involving media campaigns, a film lending library, printed materials and other informational aspects relative to the substance abuse program.

To represent the division at various regional and national planning committee conferences, as well as at various meetings with both public and private organizations interested in substance abuse treatment programs and services.

To be responsible for the development, implementation and evaluation of training programs for professional drug/alcohol counselors and prevention staff in a statewide community based substance abuse treatment network.

To be responsible for the development of annual reports and various informational packages relating to substance abuse issues, services and programs.

To monitor and evaluate various substance abuse prevention programs and to provide technical assistance to community based programs as appropriate.

To attend meetings and conferences and make speaking engagements as required on a wide range of substance abuse issues and services.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the methods, practices and procedures for the dissemination of information and the ability to apply said knowledge relative to substance abuse treatment and prevention programs; a thorough knowledge of state and federal human service systems

and services; a thorough knowledge of public relations techniques; the ability to organize and prepare effective written material for a variety of informational uses; ability to develop, implement and evaluate prevention and training programs and needs in a substance abuse treatment network; the ability to speak effectively before various audiences; the ability to supervise and review the work of a subordinate staff assigned to assist in carrying out program functions; the ability to maintain satisfactory professional relationships with public relations representatives, associates, and the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a degree with a degree in Liberal Arts; and

Experience: Such as may have been gained through: employment in a supervisory position in the public or private sector involving the development and dissemination of information and experience in working with various community organizations involved in the human services area.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: July 3, 1988

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