

## UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: COORDINATOR - COMMUNITY COALITIONS  
CLASS CODE: 2355

FLSA STATUS: EXEMPT  
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 10/13/2014 (REVISED 03/18/2008 VERSION)  
DEPARTMENT: DRUG & ALCOHOL PREVENTION & TREATMENT

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### **JOB SUMMARY**

Under general supervision from the Prevention Program Manager, coordinates prevention plans in the community through a countywide drug prevention coalition. Guides countywide coalition and multiple local coalitions using the Strategic Prevention Framework (SPF) which includes (1) conducting a community needs assessment, (2) capacity building, (3) planning, (4) implementing strategies, and (5) evaluating the effectiveness of the strategies.

### **ESSENTIAL FUNCTIONS**

Serves coalition in planning, implementing and reporting on task categories.

Recruits and retains membership in the coalition and coordinates community outreach with local key stakeholders/leaders.

Provides staff support to the community coalition; coordinates regular meetings to ensure implementation of the strategic and work plans.

Coordinates the regular review of coalition budget by the coalition executive board.

Assists coalition members in navigating the Strategic Prevention Framework (SPF) process. Guides coalition to develop a comprehensive action plan based on a data driven needs assessment, peer reviewed prevention research and evidence based on policies, practices and programs.

Works with individual coalition member organizations to help them align and integrate their work with the goals and strategies of the coalition and SPF-focused work.

Reports to the community coalition on progress toward the goals and objectives of the strategic and work plans.

Provides or coordinates services, implement activities and manage coalition training with the guidance of the coalition members.

Develops measurements for evaluation and monitors outcomes of coalition projects.

Works with coalitions to assess and address community readiness issues.

Functions as liaison between coalition members and the community at large.

Provides regular reporting as required by the funding sources; applies for additional grant funding as approved by the Program Manager.

Ensures on-going compliance with various grant programs to maintain coalition funding; serves on county-level, state-level, and if needed national-level outcome development projects.

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Develops and implements sampling plans to collect representative data regarding projects and other needs assessments within Utah County.

Provides technical assistance to developing coalitions in the County.

Completes statistical, research, outcome and other performance components required for compliance with grants and contracts.

Develops working relationships on behalf of the department with county and state agencies, and local advocacy groups.

Assists department management with other research and information gathering projects as needed.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Basic Knowledge of:** Local organizations, services and the community to be served.

**Working Knowledge of:** Substance abuse prevention and prevention science, community development and mobilization, youth development principles, writing management and reporting requirements for grants.

**Skill in:** Word Processor, Spreadsheets and Internet Programs. Organization, public speaking and training. Proficiency in oral and written-communications. Group and meeting facilitation.

**Ability to:** Learn new concepts quickly; work independently. Create and sustain effective relationships with community partners. Foster and share leadership among individuals in the community. Build bridges among diverse community members and organizations.

### **PHYSICAL DEMANDS**

**Regularly:** Sits at a desk; walks, stands, or stoops; drives a motor vehicle; works for sustained periods of time maintaining concentrated attention to detail; views a computer monitor; reads written text or data.

**Occasionally:** Lifts or otherwise moves objects weighing up to 30 pounds; distinguishes between shades of color. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is typically performed in an environmentally controlled building.

### **EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS**

- Bachelors degree from an accredited college or university in a field related to public health, health administration, public administration, or social or behavioral sciences.
- Two years of work experience in community organizing, program coordination, or community-based programs involving youth, drug/alcohol/tobacco abuse or other related community health prevention or counseling.
- Equivalent combinations of education and experience may also be considered. Preference may be given to applicants with a masters degree and/or experience coordinating community coalitions.
- Selected applicants may be subject to a background check.

Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

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This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.