



Job Description

JOB TITLE: Prevention Programs Coordinator

PROGRAMS: IMUA! Prevention Programs

REPORTS TO: Community Programs Director

TYPE OF POSITION: Hourly Non-Exempt

APPROVED BY:  **DATE** 6/17/2022
Executive Director

SUPERCEDES JOB DESCRIPTION TITLED AND DATED:

Prevention Programs Manager 12/12/18, Prevention Programs Coordinator 4/3/19, 6/17/21

I. JOB SUMMARY: Under the direct supervision of the Community Programs Director, and in keeping with the mission and goals of the agency, coordinates with community, schools and other agencies to provide and conduct lessons in evidence-based youth development programs such as Making Proud Choices, Making A Difference, Street Smart and Positive Action with fidelity and educates the parent and community with teen pregnancy, HIV/STD, and drug prevention strategies.

II. QUALIFICATIONS/REQUIREMENTS:

Skills/Knowledge: Competence in delivering prevention education curriculum such as Making Proud Choices, Making A Difference, Positive Action, and other evidence-based lessons with fidelity; ability to achieve and maintain a positive learning environment; knowledge of and ability to coordinate with community resources; knowledge of parent/adolescent dynamics. A skilled facilitator of culturally competent and developmentally appropriate messages.

Education/Training: Bachelor's Degree in education, human services or related field preferred; trained/demonstrated competence in evidence-based program delivery. Certified in CPR and First Aid.

Experience: Teaching experience required. Three years' experience delivering evidence-based interventions preferred. Middle and high school age group facilitation experience preferred.

III. ESSENTIAL JOB FUNCTIONS:

- Deliver evidence-based lessons according to program model, with approved cultural adaptations, as scheduled.
- Coordinate with school and community activities to offer healthy activities for class participants.
- Share information with school administration to influence school climate.
- Publicize activities and prevention messages for community norms change.
- Administer registration, pre and post-tests, surveys, gather data, and report performance and results.
- Increase youth development options for participants in collaboration with other programs and services.

- Attend training and meetings as required.
- Maintain consumer confidentiality at all levels.
- Demonstrate acceptance and implementation of the organization's philosophy of family-centered, strengths-based, collaborative services.

IV. OTHER JOB FUNCTIONS:

- Report on program outcomes and quality improvement activities in cooperation with Community Programs Director.
- Coordinate with Community Programs Director on receipt of service authorizations.
- Completes Quarterly Activity Reports for contract funders or as needed.
- Coordinate participant recruitment
- Provide required documentation for assessing program progress and barriers.
- Maintain linkages with agencies and constituencies to insure good communication and information sharing.
- Participate in all multi-agency projects, trainings, and meetings as required.
- Maintain consumer/participant confidentiality at all levels.
- Other duties as deemed necessary and assigned.

V. WORKING CONDITIONS:

Environment: School classrooms and campus, office, and community settings.

Equipment Use: Computer, telephone and all other standard office equipment, implementing a manual-based or virtual lesson plan, interspersed with physical activities

Work Hours: Hourly Non-Exempt, Monday thru Friday, 8:30 AM-4:30 PM with regular day-time class schedule and attends meetings and events as requested or assigned, flexibility to work outside the daily office hours if required.

VI. PHYSICAL DEMANDS: Frequent standing, frequent public speaking, frequent walking, occasional working at a computer; occasional carrying of 20 pounds. Frequent driving to provide transportation for participants.

VII. MENTAL DEMANDS: Frequent use of judgment and discretion. Maintain focus, humor, and calm with primarily middle school age target group. Efficiency in organizing events, delivering curricula, and addressing youth challenges.

VIII. COMMUNICATIONS DEMANDS: Frequent public speaking and classroom instruction in groups required; frequent interpretation of lessons verbally, visually, and ways that meet the various learning styles of students; requires ability to interpret and respond appropriately to written and oral needs/requests of others; highly effective communication required; must work collaboratively as a member of a team; must relate well with and work cooperatively with different ethnic groups and be sensitive to the cultural, language or dialect, financial, age, and educational diversity of colleagues and consumers.

IX. OTHER: Must have access to a vehicle, and must have a valid driver's license, a safe and responsible driving record, plus current no-fault auto insurance, with \$100,000 bodily injury liability coverage on personal auto(s).

This job description is intended to indicate the kind of tasks and levels of work difficulty that will be required of the position given the title **Prevention Programs Coordinator** and shall not be construed as declaring all the specific duties and responsibilities. It is not intended to limit or in any way modify the right of the supervisor to assign, direct, and/or control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Employee's Acknowledgement _____ Date _____