The Wayne County Coalition for Addiction and Life Management (“CALM”) is offering a contract for service.  This person will serve CALM as a 1099 (i.e. Independent Contract) with expected levels of outcomes towards grant deliverables. Therefore, listed below are the required duties and expectations of the contract for anyone interested in applying.

**SUBSTANCE USE PREVENTION COORDINATOR**

**GENERAL WORK FUNCTIONS**

The duties of this contract are dictated by the grant directives and the Substance Use Prevention Coordinator supports the grant directives by planning and coordinating services to meet the goals and objectives of the grant, promoting quality and cost effective outcomes.  The Substance Use Prevention Coordinator reports directly to the CALM Board of Directors.  Under Independent Contract, the Substance Use Prevention Coordinator performs all duties needed for the success of the Eastpointe grant that operates until September 30, 2024    Therefore, the Substance Use Prevention Coordinator is responsible for preparing various reports, case management, and tracking program participation. The Substance Use Prevention Coordinator is subject to usual hazards of mobile work environments.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

* Coordinates and provides no less than monthly prevention education opportunities within our Wayne County community and maintains accurate documentation of attendance.
* Connects no less than one person struggling with addiction each month to rehabilitative resources by following funding assistance vetting procedures.
* To secure training sites for L.E.A.D. to offer trainings for prevention educators in order to create a network of prevention educators within a certain radius of Wayne County of which can be utilized as needed within Wayne County Public Schools.
* To secure training sites for L.E.A.D. to offer training to local Wayne County law enforcement on digital threat assessments in order to predict violence in order to improve safety.
* Ensures that the grant program is reaching a variety of ages and ethnicities within Wayne County in order to reach as many lives as possible.
* Attends events within Wayne County that help increase awareness of substance use.
* Supports prevention education with youth.
* Manages all aspects of the grant as directed, including reaching grant deliverables and grant reporting.
* Organizes and implements prevention educational opportunities within Wayne County.
* Builds and maintains CALM’s capacity by remaining positively connected with community stakeholders, CALM members, and the community at large.
* Attends and supports CALM functions.
* Connects community members of Wayne County struggling with addiction to resources as is appropriate.
* Supports and connects CALM’s Family Support Group members with resources as is appropriate.
* Works closely and maintains good relations with all collaborative partners, members, Board of Directors, and community members associated with CALM.
* Identifies and tracks all areas of work performance and grant performance to meet grant deliverables.
* Attends Board of Director meetings and Monthly Meetings of CALM.
* Follows up on rehabilitative referrals for outcomes.
* Researches and remains aware of substance use prevention evidence based approaches.
* Provides and maintains accurate record keeping.
* Evaluates and reports progress towards grant deliverables to the Board of Directors monthly.
* Meets all deadlines promptly and accurately.
* Actively participates with grant meetings.
* Serves on assigned committees.
* Performs all aspects of data collection and completion of reports as needed for all projects, programs, prevention education opportunities and grant deliverables.
* Develops appropriate marketing materials and outlines appropriate, cost-effective marketing strategies to ensure the success of initiatives.
* Other duties as assigned by the Board of Directors of CALM.

**KNOWLEDGE, SKILLS AND ABILITIES**

* Knowledge of the principles and practices of substance use prevention education.
* Knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations.
* Knowledge of the standard practices, materials, techniques and equipment associated with substance use prevention education.
* Knowledge of the principles of organization and administration.
* Ability to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.
* Ability to plan, direct and coordinate program partners and participants.
* Ability to make decisions and take prompt and effective action in emergency situations.
* Ability to communicate effectively orally and in writing.
* Ability to exercise tact, courtesy and firmness with others of frequent contact.
* Ability to establish and maintain effective working relationships as necessitated by work assignments.
* Flexible schedule to allow a minimum of 25 hours a week.

**MINIMUM TRAINING AND EXPERIENCE**

**Minimum:**

Minimum of high school diploma.

Educational and/or experience pursuits in Education, Substance Use Psychology and/or other related career fields.

At least one year experience of education or Substance Use Psychology, preferred.

Experience with collaborative projects and providing presentations; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

**Required:**

* Must possess valid NC Driver’s License and vehicle insurance.

**MINIMUM STANDARDS REQUIRED**

**TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, calculators, copiers, restraint devices, etc.  Must be physically able to operate a motor vehicle.  Must be able to exert up to 75 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects.  Work may involve walking, standing, running and physical confrontation.  Physical demand requirements are for Medium to Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication**: Requires the ability to speak and/or signal people to convey or exchange information.  Includes giving instructions, assignments or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, forms, manuals, etc.  Requires the ability to prepare a variety of correspondence, reports, forms, etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.  Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions.  Must be able to communicate effectively and efficiently in a variety of technical or professional languages.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude**:  Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as keyboards, control knobs, switches, levers, etc.  Must have minimal levels of eye/hand/foot coordination.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions.  Must be adaptable to performing under stress and when confronted with persons acting under stress, and in emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words.  Hearing: perceiving nature of sounds by ear.)  Must be able to communicate via telephone.

Submit a complete resume along with a North Carolina State application to [contacts@waynecalm.org](mailto:contacts@waynecalm.org).