



JOB DESCRIPTION

TITLE: *Director of Community Education Programs*
GRADE: *7*
Status: *Exempt*

SUMMARY OF DUTIES:

The Director of Community-based Programs has a dual responsibility of supervising staff and program provision. The Director is responsible for the oversight of all community-based programs and program staff. S/he plans and implements evidence-based curricula, and/or research informed education and training programs regarding Alcohol Tobacco Other Drugs (ATOD) use, abuse, prevention, intervention, identification, referral and linkages for a variety of school, community and/or professional organizations. The Director of Community-based Programs establishes working relationships with other agencies, schools and community members, maintains positive relationships in the community and plays an active role in many community committees. S/he works collaboratively with other agency programs and staff members to promote the agency's mission. This person is accountable to and supervised by the Executive Director.

GENERAL DUTIES:

- Provides overall leadership and supervision for program staff and oversees the coordination of services, while also providing services.
- Assists Executive Director and staff in the marketing of the agency programming and services.
- Establish and maintain positive relationships with families, communities and school administration and allied professionals.
- Promotes parent and agency programs throughout Erie County.
- Actively participates in regular staff meetings, other agency and community meetings, including those on a State and County level.
- Works collaboratively with other agency programs and personnel and provides referrals to The Council programs and/or outside agencies when needed.

ADMINISTRATIVE DUTIES:

- Implements annual program plans, collaborates with the Executive Director in the development of resource acquisition and spending plans.
- Research, writes, oversees and assists the Executive Director with grant applications, contracts and implementation.
- Monitors program quality, impact and implementation through current agency data management. Works with agency consultants to analyze data in support of modifications to program design and to initiate program development.
- Assists in the preparation of correspondence and other program related written materials.

- Assists the Executive Director with supervision, staff development, hiring, and other personnel related activities.
- Assists the Executive Director with other duties as requested.

SUPERVISORY RESPONSIBILITIES:

- Plans the assignment and reassignment of program staff to maximize utility and efficacy of staff resources and ensure program fidelity.
- Provides annual written evaluation of staff performance.
- Assist staff in the process of obtaining and maintaining his/her prevention credential and other job related training resources and opportunities for staff.
- Facilitates communication between staff and management in regards to program development and service delivery issues.

PROGRAM PROVISION:

- Design and implement evidence-based and research informed ATOD programs, educational materials and intervention and referral services that are age and experientially appropriate in schools, communities, faith-based organizations, business etc.
- Deliver parenting programs regarding adolescent ATOD use, development and current ATOD trends.
- Works closely with local coalitions for ATOD prevention education, programming and grant opportunities.
- Coordinate, schedule and attend community program requests including health fairs and trainings.
- Provide liaison to schools, parents, media, legislators and other government officials.
- Assist Administrative Assistant in maintaining inventory of material used for public education.
- Plan with staff and participate in agency's annual summer program along with community summer programs.

SKILLS AND ABILITIES:

- Thorough knowledge of alcoholism and other substance abuse.
- Excellent written and verbal communication skills, including the ability to relate to adolescents, parents and diverse groups in the community.
- Ability to work cooperatively with other staff members and with staff of other agencies.
- Knowledge of culturally sensitive issues and demonstrates cultural competence.
- Experience and good knowledge of child development and of group dynamics.
- Excellent presentation skills: the ability to plan, prepare, facilitate and process group presentations for classroom and other larger student or adult community groups.
- Computer literacy with knowledge of Microsoft Word, Access, Power Point and the Internet
- Able to maintain limits of confidentiality.
- Knowledge of service system and resources available in the community.

QUALIFICATIONS:

Master's degree in Human Services field (Social Work, Counseling, Psychology) or Education field plus two (2) years' experience in health, mental health or ATOD abuse services or related field experience in counseling or group work and two (2) years of full-time management experience .

OR

Bachelor's degree in Education or Human Services, plus at least three (4) years' experience in health, mental health or ATOD abuse services or related field experience in counseling or group work and two (4) years of full time management experience.

OR

Credentialed Prevention Specialist or Credentialed Prevention Professional with five (5) Years of experience preferred and 6 (six) years of full-time management experience (CASAC acceptable).