



Wellness and Prevention Coordinator Job Description

REPORTS TO: Youth Prevention Director Non-Exempt Full time- Temp Salaried
Salary Range: \$40,000 - \$43,000 Annually

POSITION DESCRIPTION SUMMARY: -

The Wellness and Prevention Coordinator is responsible for the planning and implementation of all research-based curricula for Impact Communities' Youth Prevention Program. Duties include, but are not limited to, facilitating groups and conducting presentations in community and school settings on behavioral health and wellness-related subjects, planning and implementing special events, i.e., Red Ribbon Week and promoting Impact Communities services to the community.

This position is grant funded.

CORE DUTIES:

- Thoroughly understand Impact Communities' philosophy and services available to the community.
- Implement the Center for Substance Abuse Prevention (CSAP) Strategies that include delivery of prevention education, information dissemination, positive alternatives and community-based processes and identification of problems and referral to services.
- Work closely with area schools to plan programs that meet the needs of individual campuses.
- Administers pre and post-tests and evaluations to participants at the first and last sessions of the prevention curriculum.
- Safeguards all program materials, including curriculum and equipment from theft and damage.
- Maintains accurate records of programs completed by the students and monitors progress while addressing the special needs of students.
- Communicate with parents and guardians by supplying resources and support for families.
- Establish and maintain cooperative, professional, and productive work relationships with local key stakeholders.
- Conduct and facilitate presentations to community members about stress reduction/trauma healing in person or virtually.
- Prepare and complete accurate monthly, quarterly, and annual reports by deadline while following organization and funding requirements.
- Works with the coalition team to provide Youth Prevention activities that complement the purpose of the coalitions.
- Attend team and staff meetings in person and online work with Directors on process, outcome evaluation and the development of activities to meet project goals.
- Attend HHSC community development training and Technical Assistance required meetings.

- Maintain stakeholder contact information and community agreements in the designated database.

REQUIRED TRAINING

- Attend Cardiopulmonary Resuscitation (CPR) and First Aid Training for Youth and Adults within 60 days of employment or have valid certification upon hire. Must maintain valid certification while employed.
- Attend Suicide Abuse Prevention Skills Training (SAPST) Annually.
- Attend at least one Youth or Adult Mental Health First Aid Training.
- Texas Health and Human Resources Prevention Training (15 hours)

EDUCATION AND WORK EXPERIENCE:

- Bachelor's Degree in the field of education, social and/or human services, or public health preferred but not required; commensurate experience accepted as determined by the Chief Executive Officer.
- Experience working with diverse populations and at-risk youth.
- Ability to work independently and yet maintain close, collaborative relationships with schools, community centers, community stakeholders and other agency staff.
- Ability to manage time effectively.
- Knowledge and experience using Microsoft Office Suite, Teams, Office 365
- Knowledge and experience using various online platforms such as Zoom and Go To Meetings.
- Excellent written and verbal communication skills.

OTHER REQUIREMENTS:

- This position requires work in the community.
- Demonstrate adherence to the National Standards for Culturally and Linguistically Appropriate Services in the Health and Health Care (The National CLAS Standards, 2013) for the proposed target population and demonstrate good-faith efforts to reach out to underserved population.
- Must have and provide your own transportation to and from community assignments.
- Must be able to work occasional outdoor activities and handle environmental elements.
- **Must be able to work nights and weekends as needed.**
- Employees are expected to attend online meetings, training and be timely and professionally dressed and groomed for all meetings both in person and virtual.
- Must be able to lift, pull, and carry up to 30 lbs.
- Must be fluent with computer programs and social media tools.

TRAVEL: Local 25-45%

OUT OF TOWN: 10-20%