



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Prevention Outreach Coordinator
Department: Prevention – Juvenile Justice
FLSA Status: Non-Exempt
WC Code: 8810
Effective Date: November 2, 2018
Last Revised: January 2021
Pay Grade: A14
Union: AFSCME

SUMMARY

The Prevention Outreach Coordinator is responsible for planning, developing and implementing the County tobacco education and prevention program. This involves working closely with numerous stakeholders within Josephine County departments, the city governments within the County, adjacent counties, healthcare facilities, practitioners and school officials. Work is performed under the supervision of Prevention and Treatment Services Manager who reviews work for compliance with departmental policies and procedures and assures compliance with each grant's objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

These duties represent the essential functions needed of persons in this classification.)

1. Reviews, updates and maintains the Josephine County Tobacco Education and Prevention Program (TEPEP) plan and submits required reports according to timelines.
2. Establishes and maintains linkages and/or partnerships with key stakeholders and interact effectively with other sectors of the community using effective strategies to build meaningful partnerships.
3. Communicates effectively in both oral presentations and in writing for professional and lay audiences.
4. Use policy as the primary tool in advancing tobacco prevention.
5. Influence policy through accurate, persuasive communications with the public, partners, health agency leaders, and policy makers
6. Participates on local, regional and state committees and trainings as assigned.
7. Apply principles of cultural appropriateness to program design.
8. Drafts and recommends program specific policies and procedures for partners.
9. Work with public to educate and inform on County and regional resources for smoking cessation.
10. Support Alcohol and other drug prevention and Program Gambling program plans.

11. Facilitate use of community partners as effective change agents for specific policies, group interactions and decision making.
12. Able to navigate the appropriate organizational systems.
13. Maintain social media and website for prevention program.
14. Able to work a flexible schedule. Some evening and weekend work may be required.
15. Other Duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position does not have supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

Must possess the ability to communicate effectively both verbally and in writing; maintain and report on grant objectives; establish and maintain effective working relationships with co-workers, County and state officials, healthcare facility personnel, practitioners', school officials, and the general public. Must be proficient in use of social media outlets and Microsoft Office Programs.

Knowledge Of: Principals of substance abuse prevention, coalition building, assessment, planning, capacity and community development, systems development, program evaluation and community organization. Human service delivery as it relates to children, youth and families, federal, state, and local regulations relating to fiscal and social services along with community resources and programs.

Ability To: Establish and maintain records, reports, statistical data, effectively coordinate a variety of established policies and procedures, establish new policies when applicable, use initiative and judgment in completing tasks and responsibilities, Involve individuals and community partners and community at large to achieve objectives.

Skill In: Community partnering with both youth and adults, facilitation, convening, network building, resource development, managing performance measurement systems, leadership, public speaking skills and the ability to communicate verbally and in writing with a wide variety of people. Gathering assembling, analyzing, and disbursing data for system planning and development.

Guidelines: Work is performed within federal and state laws, regulations and ordinances that govern children and youth services, county policies and procedures, Juvenile Justice / Prevention policies and procedures and audit, research statistical and data collection reference materials. Employee uses initiative and judgment in choosing between alternative guidelines and is involved in assisting the Josephine County Juvenile Justice / Prevention in establishing new policies and procedures.

EDUCATION AND EXPERIENCE

Bachelor's degree and two years related experience and/or training; Possession of or ability to obtain within one year, accreditation as a Certified Prevention Specialist. Experience working on state or federal grants and two years of relevant experience in alcohol, other drugs, and problem gambling prevention work, or any satisfactory combination of education, experience, and training which demonstrates the knowledge, abilities, and skills.

JOB IMPACT

The most common consequence of error would involve financial loss due to improper maintenance of records; possible litigation; and/or public embarrassment.

TYPICAL PROBLEMS ENCOUNTERED:

Problems encountered generally revolve around dealing with clients/patients who may be anxious, verbally abusive and/or have other medical/emotional problems.

JOB CONTACTS

This position develops and maintains collaborations between the Prevention Team and community agencies coalitions, groups and organizations working together to promote health education and disease prevention.

LANGUAGE SKILLS

Ability to communicate effectively both verbally and in writing; establish and maintain effective working relationships with other employees and the public; write routine reports and correspondence; and public speaking is an important aspect of this position.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to exercise initiative and judgment in completing tasks and responsibilities; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

Ability to work tactfully and patiently with others; maintain records and prepare reports; use initiative and judgment; work independently; establish and maintain effective relations with County departments as well as local and regional agencies. Promote awareness and provide information on public health issues. Must be efficient in effectively facilitating group discussions with community partners.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid Oregon Driver's license, safe driving record.

BACKGROUND INVESTIGATION

Those employed in this position are subject to a background investigation, including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

Employees are also required to drive to other neighboring counties and state required trainings that sometimes require travel to Portland in possibly hazardous weather and/or road conditions. This position is impacted by the necessity of meeting timelines; repetitiveness of explanations and procedures; heavy or uncontrollable workflow; the need to make judgments under pressure; the need for accuracy; and uncontrollable interruptions.

PHYSICAL REQUIREMENTS

The physical requirements outlined are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Incumbents are occasionally required to lift and/or carry boxes of supplies weighing up to approximately 30 pounds. Must be physically able to operate a variety of automated office machines and equipment including, but not limited to, computer, typewriter, facsimile machines, copier and telephone. Must be able to move or carry job related objects or materials.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 30lbs			
<input type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Speech, Vision & Hearing

<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Depth perception	Describe: Normal
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Yes
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:

Exposure - Environmental Factors

<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>