



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
500 NW 6<sup>th</sup> Street Dept 11 / Grants Pass OR 97526  
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### POSITION DESCRIPTION

Job Title: Prevention and Treatment Services Manager  
Department: Juvenile Justice  
FLSA Status: Exempt  
WC Code: 8810  
Effective Date: July 1, 2017  
Last Revised: June 1, 2017  
Pay Grade: NU18  
Union: Non-Union (Management)

#### SUMMARY

The Prevention and Treatment Services Manager serves as the Prevention Coordinator and the role of the 'Designated County Certified Prevention Specialist' and 'County Problem Gambling Prevention Specialist'. This position is a catalyst in the community for partnership development and coalition building. Responsibilities include managing activities to achieve the goals of the County's Alcohol and Other Drug Prevention and Treatment program that includes Alcohol, Tobacco and Other Drug (ATOD) Prevention and Problem Gambling Prevention. The primary focus of the position is to serve as a resource for managing, coordinating, mobilizing, and sustaining community prevention efforts. Responsibilities include leadership, advocacy, and key management operations of LADPC. Reports to the Juvenile Justice Director and is recognized as the responsible party for building and supporting the leadership capacity of a group of citizens appointed by the Board of County Commissioners as LADPC advisory committee.

Works closely with County government officials, local communities and officials, various local and state agencies, federal officials, business and corporate officials, and a number of citizens and citizens groups. Manages all program and community development functions of LADPC and assures success of related work.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties not listed. These duties represent the essential functions needed of persons in this classification.)

Administrator of contracts for Substance and Problem Gambling Prevention and Treatment services. Supports and implement the goals, policies, and directives of the LADPC membership, and meets state and federal guidelines, through Intergovernmental Agreements between County and Oregon Health Authority. Key components of workload include: Planning; Community Building; Monitoring and Evaluation; Advising the Board of County Commissioners regarding policies; and Managing state and federal resources.

1. Prepares, monitors and reports program budgets. Formulates and presents program budget to Juvenile Director, Chief Financial Officer and Board of Commissioners as appropriate. Monitors Intergovernmental Agreements and amendments between State and County related to Prevention and Treatment Program.
2. Develops Request for Application (RFA), collaborative contracting and other bidding processes in accordance with county, state and federal regulations.

3. Performs personnel management functions in accordance with County personnel policies. Supervises and evaluates work performance of subordinate employees, providing staff development opportunities, recruits, selects and trains staff. Addresses employee complaints, resolve disputes and problems, and ensures compliance with all applicable laws and guidelines.
4. Implements and manages projects and contracts including monitoring, outcome evaluation, and budget tracking to ensure timeliness, accuracy, and reporting requirements to local, state, and federal entities.
5. Works with community coalitions and prevention, intervention, and treatment providers to set prevention goals and objectives. Develops, maintains, monitors and strengthens local coalition efforts involving reducing ATOD use among youth and over time adults.
6. Attends youth meetings, chaperones youth projects and activities held locally, regionally, and out of state including travel with youth groups to national trainings. Transports youth in vehicle to and from meetings and activities.
7. Provides leadership in the development of partnerships with various state and local community sectors including scheduling meetings, providing information, and coordinating local prevention trainings.
8. Develops and implement local Strategic Prevention Framework (SPF) and environmental strategies within the County. Communicates and interprets Federal, State, and Local ATOD data.
9. Provides administrative support to the Local Alcohol and Drug Planning Committee (LADPC), and advisory body to the Josephine County Board of Commissioners.
10. Researches and assists in application for grants to support and sustain County and coalition efforts for ATOD, Problem Gambling, and other prevention programs and interests.
11. Determines appropriate community partners and staff involvement, convenes and facilitates meetings, and develops necessary proposals.
12. Provides various training e.g. substance abuse prevention, coalition building, and other prevention topics to partners and community members.
13. Coordinates, develops, and implements education and public awareness activities to engage the county in support of ATOD prevention. Provides leadership and supports around prevention efforts by acting as a conduit for coalitions and community groups to join local efforts. Encourages shared responsibility for local community outcomes.

#### SUPERVISORY RESPONSIBILITIES

Supervision is provided to 1 -2 employees. Carries out supervisory responsibilities in accordance with County policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; and addressing complaints and resolving problems.

#### 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. Principles and practices of management, including program development and evaluation; fiscal management; contract administration; governmental service planning; and terms of assigned program area.

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. Monitoring fiscal record keeping and overseeing contracts for compliance.

Guidelines: Work is performed within federal and state laws, regulations and ordinances that govern children and youth services, county policies and procedures, Commission for Children and Families 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 Commission for Children and Families in establishing new policies and procedures.

### EDUCATION AND EXPERIENCE

Bachelor's degree and two years related experience and/or Experience and training in related field; Possession of or ability to obtain within six-months, accreditation as a Certified Prevention Specialist as required by the State of Oregon, Oregon Health Authority, Health Systems Division; Experience as a program administrator of state or federal grants and two years of relevant experience in alcohol, other drugs, and problem gambling prevention work.

### JOB IMPACT

The consequences of error could include public embarrassment and/or loss of or reduction of federal, state and local funds due to failure to comply with applicable laws, guidelines, and submission of timely and/or accurate reports.

### JOB CONTACTS

Contacts are with elected officials for County of Josephine, regional Prevention Coordinator, state, and federal government agencies, advisory boards, faith-based community groups, non-profit organizations, schools and school boards, businesses and the public (youth and adults).

### LANGUAGE SKILLS

Ability to communicate effectively both verbally including facilitation of groups and in writing; establish and maintain effective working relationships with other employees and the public; read and interpret research documents, data, and documents such as requests for funding applications effectively.

### MATHEMATICAL SKILLS

Ability to work with concepts such as probability and statistical inference, as well as fractions, percentages, ratios, and proportions to practical situations.

### REASONING ABILITIES

Ability to exercise good judgment and common sense in the application of established policies and procedures; maintain records and prepare accurate reports.

### OTHER SKILLS AND ABILITIES

Ability to use a desktop computer, including the Microsoft Office Suite Professional Edition of software. 10 key calculator; Input required reports into State of Oregon and federal database reporting systems. Type 50 WPM; Ability to facilitate meetings using Roberts Rules of Order. Ability to drive and travel statewide, including air travel.

### CERTIFICATES, LICENSES, REGISTRATIONS

Within six-months of employment as the Certified Prevention Coordinator, provide the documentation as a Certified Prevention Specialist. Possession of valid Oregon driver's license and safe driving record.

### BACKGROUND INVESTIGATION

Those employed in this position are subject to background investigation, including criminal background investigation, and pre-employment drug screening. Conviction of a crime may disqualify an individual for this classification.

### WORK ENVIRONMENT

Work is performed in both an office environment and in the community. Will meet with community members in a variety of locations throughout the county and state. Requires regular attendance at evening meetings and occasional weekends. Driving for long distances and statewide/out-of-state travel is required.

### 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

**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 checked="" type="checkbox"/> | <input 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 checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| <input type="checkbox"/>                     | Bending forward                | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| <input type="checkbox"/>                     | Stoop position - 1 minute plus | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| <input 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               | <b># of pounds = 25lbs</b>  |                                     |                                     |                          |
| <input checked="" 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 type="checkbox"/>                     | Lifting Overhead               | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| <input 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 type="checkbox"/>                     | Keyboard Operation             | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| <input type="checkbox"/>                     | Rapid-mental/hand/eye coord.   | <input checked="" type="checkbox"/>                                   | <input 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"/> |
| <b>Speech, Vision &amp; Hearing</b>          |                                |   |                                     |                                     |                          |
| <input type="checkbox"/>                     | Distinguish colors             | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> |                                     |                                     |                          |
| <input type="checkbox"/>                     | Distinguish shades             | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> |                                     |                                     |                          |
| <input type="checkbox"/>                     | Depth perception               | Describe:   |                                     |                                     |                          |
| <input checked="" type="checkbox"/>          | Ability to hear                | Normal Speech Level: Yes  |                                     |                                     |                          |
| <input type="checkbox"/>                     | Other Spec. Hearing Req.       | Describe: Taking minutes, tape recorder, headphones                   |                                     |                                     |                          |
| <b>Exposure - Environmental Factors</b>      |                                |   |                                     |                                     |                          |
| <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 checked="" type="checkbox"/>                                   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |
| <input type="checkbox"/>                     | Wet Area/Slippery              | <input checked="" type="checkbox"/>                                   | <input 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 checked="" type="checkbox"/>          | Dust                           | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| <input type="checkbox"/>                     | Smoke                          | <input checked="" type="checkbox"/>                                   | <input 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 type="checkbox"/>                     | Chemical Solutions             | <input checked="" type="checkbox"/>                                   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |
| <input type="checkbox"/>                     | Uneven Area                    | <input checked="" type="checkbox"/>                                   | <input 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"/> |