

PREVENTION, ENFORCEMENT AND TREATMENT COORDINATOR

JOB SUMMARY

Work to empower the community to promote alcohol and drug free lifestyles; build community structures to support those lifestyles; encourage and support coordinated, systemic approaches to the prevention, enforcement and treatment of substance misuse. Collaborate with a broad array of organizations within the community to work together to:

- Create and sustain systems and structures that discourage substance misuse, reduce its consequences, and encourage healthy behaviors in children, their families, and other adults.
- Use a variety of evidence-based methods, including advocacy, local and broad-based initiatives, and skills and tools for individuals, families and the community
- Build community capacity to address neighborhood, school and community needs.

SUPERVISION RECEIVED

Works under the general supervision of the Administrative Lieutenant, may be given specific work instructions by superior Officers on new assignments; but customarily and regularly exercises discretion and independent judgment; and performs specialized or technical work pertaining to the assignment; work is reviewed through conferences, observation of results obtained and evaluation reports.

SUPERVISION EXERCISED

EXAMPLES OF DUTIES

(Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class).

1. Gather local, state, and national data on substance misuse and its consequences and practices, policies or laws that impact them.
2. Identify groups and organizations (formal and informal) with substance misuse concerns; collect information on their key issues, objectives data, partners, and areas of expertise.
3. Identify and enlist key local stakeholders, coalitions, and service providers.
4. Establish both formal and informal alliances with local community members, groups and organizations which have similar or allied goals, such as schools, health care providers, service providers, community centers, and community coalitions.
5. Provide or arrange training, individual technical assistance, and workforce development for community groups working for substance misuse prevention, treatment and recovery in areas such as

- Advocating for legislative or policy changes, and following up
 - Using social media to educate and mobilize around issues
 - Leadership skills
 - Promoting the use of evidence-based strategies on a local level
 - Conducting a local environment scan (e.g. assess the physical environment, assess local policy and practice, conduct focus groups)
 - Cultural competence
 - Evaluating activities
6. Assist in developing grant applications to support local activities or to assure sustainability of efforts surrounding prevention, treatment and recovery of substance misuse.
 7. Participate in the development and sustainability of local and regional strategic plans for coalitions (selecting goals, objectives, and targets) and coordinate local and regional plans with the state plan.
 8. Collaborate with health care providers, service providers, schools, government agencies, and community members to identify individuals affected by substance misuse.
 9. Work with identified individuals, family members and other adults to assist in treatment and recovery efforts. Such work could include, but not limited to:
 - Meetings face to face
 - Random urinalysis screenings
 - Employment checks
 - Court orders
 - Probation/Parole Compliance checks
 - Additional support system
 - Transportation (case by case basis)
 - Attend meetings with individual
 10. Participate in the local and regional coordinating council/coalitions (e.g. Stand Up Laconia, Partners in Prevention, Better Together)
 11. Participate in local and regional advocacy efforts
 12. Assist and organize local groups in advocacy changes in policy, practice, and physical environments surrounding youth and families based on data and input from the community, including youth. For example:
 - Better enforcement of existing laws (e.g. bars serving underage drinkers, stores that sell alcohol not checking ID's)
 - Conditions and situations that are clearly associated with "root causes" underlying substance misuse and its consequences
 13. Organize or assist in the organization of activities, such as the regional Continuum of Care, prescription drug take-back initiatives, and other events to support prevention awareness.
 14. Present data, evaluation plans and/or other findings to city council on a quarterly basis.
 15. Legislative action
 - Monitor, propose and support relevant legislation pertaining to this position

- Update Laconia Police Department and Community Leaders of bill proposals and other news pertaining to Substance Misuse

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Working knowledge of the effects of drug and alcohol misuse and substance abuse treatment programs and prevention methods and techniques; knowledge of principles and practices of community organization to enhance awareness and responsiveness to substance abuse prevention, enforcement and treatment; knowledge of basic community resources and organizations; knowledge of program development and evaluation; knowledge of education methods and materials including teaching methods and curricula design; strong knowledge of communication skills and techniques; some knowledge of public health program policy planning; some knowledge of grant proposal writing and budgeting techniques; some knowledge of principles and practices of staff supervision and training; evaluate needs and design and implement substance abuse prevention, enforcement and treatment forums and programs; plan, coordinate, facilitate and present substance abuse prevention, enforcement and treatment programs; Develop and maintain a cooperative working relationship with and between a wide variety of school, community, government, media, and professional representatives; Act as a consultant and technical expert in substance abuse prevention, enforcement and treatment matters; plan, assign, direct and evaluate the work of assisting staff; prepare and present oral and written materials convincingly, clearly and logically; evaluate curricula and other educational materials related to substance abuse prevention, enforcement and treatment; learn to input, access and analyze data utilizing a computer terminal.