

**TOWN OF WAYLAND
POSITION DESCRIPTION**

Title: Substance Abuse Prevention Specialist - PT

Department: Youth and Family Services

Appointing Authority: Youth and Family Services Director

Affiliation: AFSCME

Grade: G5

Personnel Board Approved: 2/23/15

Summary of Duties

Professional and administrative work in developing, implementing and leading programs to reduce substance abuse in the community; all other related work as required.

Supervision Received

Works under the general policy and program direction of the Youth and Family Services Director.

Supervision Exercised

May supervise interns and contract workers.

Job Environment

Work is performed under typical office conditions, as well as in homes, schools, and other community settings; flexible and variable work hours depending upon meetings and presentations; evening work and limited weekend work is required.

Operates a computer and standard office equipment.

Makes frequent contact with residents, Town and School staff, multiple boards and the Wayland Police Department; occasional contact with federal, state and regional agencies as well as peer town community organizations; most contacts are made in person, by phone and through email.

Has access to confidential files.

Errors could result in lower standards of service to the community and failure to meet program goals.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Leads all substance abuse prevention efforts; provides strategic program leadership and direction in identifying goals and objectives; promotes community relations and stakeholder collaboration.

Works with the Youth Advisory Committee and WaylandCares to set directions, priorities and policies; manages, develops and implements programs to accomplish goals; maintains strategic and collaborative relationships with community leadership and key stakeholders in order to identify and propose advocacy and educational opportunities in alignment with program mission.

Develops and oversees prevention programs and outreach efforts for students, parents and residents; evaluates program effectiveness and adjusts programs to maximize value; oversees the development and dissemination of descriptive program literature and organizational material; prepares reports and communicates findings to Youth and Family Services Director, the Youth Advisory Committee and WaylandCares.

Coordinates programs with internal and external partners such as the Wayland Police, Health and School Departments, Wayland HS SADD Club, Wayland Youth and Family Services, the School PTOs, the Wayland Clergy and Business Associations, Wayland municipal leaders and other community contacts.

Oversees the operation of the prevention effort to include all administrative functions; develops office procedures and documents; develops, administers and monitors prevention budget; oversees record keeping; prepares reports as required.

Identifies and oversees grant funding initiatives; writes and submits funding grants; oversees the application of awarded funds; ensures compliance with awarded funds; makes recommendations on grant related personnel and contracts.

Stays abreast of current research, trends and best practices of community prevention strategies to improve overall work and programming.

Oversees the collection and tracking of data, surveys and evaluations; interprets information and feedback to improve and expand programming.

Is responsible for maintaining and improving upon the efficiency and effectiveness of all areas of prevention programs.

Attends local, regional and national conferences and trainings as required.

Attends a wide-variety of meetings with various coalitions, partners and program participants; meetings may occur during non-business hours.

Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications

Education:

Bachelor's Degree in social work, public health or a related field; Master's Degree in social work, public health or a related field preferred.

Experience:

Minimum of 5 years of experience working in social services with a focus on substance abuse prevention; foundation and government grant experience preferable.

Licenses/Certificates:

Valid Driver's License

Knowledge, Abilities and Skills

Knowledge of social conditions and the impact of substance abuse on children, adolescents, parents and families.

Working knowledge of substance abuse prevention, community coalition-building and public awareness activities.

Knowledge of the local, state, federal and private substance abuse programs and resources available to schools, communities, children, adolescents and their families.

Demonstrated ability to build strong interpersonal relationships with a wide range of stakeholders.

Ability to conduct research including data collection and interpret results.

Ability to respond effectively with children, adolescents, and parents; municipal government officials; and professional representatives of all community organizations.

Ability to develop constructive working relationships with local, state, and federal officials, service providers, service recipients and the general public.

Ability to maintain confidentiality of information.

Strong and effective communication skills, both oral and written.

Skill in community organizing, program planning, and development.

Physical Requirements

Minimal physical effort generally required for work performed in the office. Ability to be mobile in the community for meetings, site visits, and program events. Ability to operate a computer. Ability to sit for long periods of time and to talk or listen.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.