

PROJECT COORDINATOR, YOUTH AND FAMILY SERVICES*

DISTINGUISHING FEATURES OF THE CLASS: This is professional work involving responsibility for planning and sustaining comprehensive prevention services for youth, families, adults and senior citizens. The incumbent is responsible for promoting the health, safety and well-being of community residents of all ages and creating meaningful partnerships and programming both within and outside the Department of Youth and Family Services. This work is performed under the supervision of the Director of Youth and Family Services. Work guidance (e.g., lead work) is exercised over a small number of support staff and/or volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans and coordinates training for community leaders, teachers, counselors and grassroots organizations connected with the community prevention coalition to teach best methods and practices of community engagement and alcohol, tobacco and other drug prevention;
Collects data on current drug trends and related services in the community, and the success of current programs and practices and reports these to local and State/Federal leaders and funding agencies;
Prepares and submits required reports and does related paperwork (e.g., records of participant attendance records);
Coordinates prevention efforts within the Department of Youth and Family Services with related efforts in the larger community;
Recruits new membership for the prevention coalition through community outreach and maintains current membership through support and guidance of their efforts;
Participates in the planning and implementation of prevention activities, engages directly with youth and families to deliver evidence-based programming and promotes other enriching activities (e.g., positive alternatives and counseling) to participants;
Participates in any necessary training to comply with current New York State Office of Addiction Services and Supports (OASAS) prevention guidelines;
May supervise other program staff working on specific projects (e.g., grant-related activities);
May assist the Director in the preparation of budget and grants.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices involved in comprehensive, evidence-based substance use prevention; thorough knowledge of human behavior and principles of working with individuals affected by substance use disorders; good knowledge of individual, group and family counseling and positive alternative programming designed to support youth and families; good knowledge of training principles, practices and techniques; good knowledge of techniques to connect programs to a community's unique needs; working knowledge of the principles and practices of fiscal and programmatic reporting requirements; ability to gather and analyze data and prepare reports; ability to communicate effectively, both orally and in writing; ability to motivate and lead people and secure their trust and cooperation.

MINIMUM QUALIFICATIONS:

1. A Master's degree or higher in Social Work, Counseling, Education, Community Organization or comparable curriculum and one (1) year of post-degree experience in administration, counseling or training in a substance use treatment, prevention and/or education program; or

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2. A Bachelor's degree in Social Work, Counseling, Education, Community Organization or comparable curriculum and three (3) years of post-degree experience in administration, counseling or training in a substance use treatment, prevention and/or education program; or
3. Possession of a Credentialed Alcoholism and Substance Abuse Counselor (CASAC) credential issued by New York State or a Credentialed Prevention Specialist (CPS) credential issued by New York State and five (5) years of post-credential experience in administration, counseling or training in a substance use treatment, prevention and/or education program; or
4. Possession of a Credentialed Prevention Professional (CPP) credential issued by New York State and one (1) year of post-credential experience in administration, counseling or training in a substance use treatment, prevention and/or education program.

SPECIAL REQUIREMENTS:

1. Incumbents will be required to complete additional substance use disorder prevention skills training required by the Office of Addiction Services and Supports (OASAS) within their first year of employment. This training may include SAMHSA's Substance Abuse Prevention Skills Training (SAPST), Prevention Ethics and Cultural Responsiveness. It is the responsibility of the appointing authority to ensure that all training requirements are met.
2. In order for the municipality to receive program funding through NYS OASAS, within 2 years of appointment, candidate will be required to possess one of the following credentials:
 - (a) Credentialed Prevention Professional (CPP); or
 - (b) Credentialed Prevention Specialist (CPS); or
 - (c) Prevention Professional who is licensed, certified or credentialed in a related discipline** and has completed 60 hours of prevention-specific education and training.

Qualifying credentials are required to remain current throughout the course of employment in this title.

*This reflects a retitling of Project Coordinator, Drug Free Communities Program.

**Related disciplines include: Credentialed Alcoholism and Substance Abuse Counselor (CASAC), Credentialed Problem Gambling Counselor, Certified Teacher, Certified Health Educator, Certified School Counselor, Certified Rehabilitation Counselor, Licensed Master Social Worker, Licensed Clinical Social Worker, Licensed Mental Health Counselor, Licensed Marriage and Family Therapist, Registered Professional Nurse, Licensed Physician, Licensed Creative Arts Therapist and National Board Certified Counselor.