



PREVENTION PARTNER COORDINATOR

JOB DESCRIPTION

REPORTS TO: Substance Abuse Prevention Director

FLSA STATUS: Non-Exempt, Full-Time

JOINT INITIATIVES FOR YOUTH + FAMILIES (JI) - *An Equal Opportunity Employer*

Joint Initiatives for Youth + Families (JI) is a nonprofit organization established in 1989 specifically for the purpose of bringing together agencies that serve children and youth to drive collective impact and ensure higher impact services for young people ages 0-21 and their families in El Paso and Teller Counties.

SUMMARY OF POSITION

The Prevention Partner Coordinator will work closely with the Program Director to recruit coalition members, modify, support, and advocate for policy change, form partnerships with health and public entities. The Coordinator will ensure stakeholder communication and ensure to follow JI mission and support substance use prevention.

RESPONSIBILITIES + DUTIES

- Collaborates and supports the Program Director who is responsible for substance abuse policy development and youth services within the Pathways Program.
- Conducts research on substance abuse topics related to studies, policies, and articles.
- Engages in stakeholder communication and forges community partnerships.
- Co-facilitates coalition meeting logistics and other programmatic meetings as needed.
- Supports the co-design, development, and implementation of community action plans.
- Partners with other program staff to support youth engagement and service delivery.
- Collaborates with data manager on surveys and evaluation.
- Assists in program reports as required.
- Supports all tasks associated with meeting identified program plans and deliverables assigned by the JI leadership.
- Keeps quality plan files and ensures the confidentiality of all client records.
- Collaborates well with JI team and partners to meet youth needs and provide a variety of youth services. Engage with team to design and/or improve program processes and delivery.
- Participates in and supports a range of JI services delivered to youth.
- Delivers programs and services in a manner that is respectful and sensitive to the family and child's cultural experience.
- Participates in cross-training and fills in when needed to support Pathways program operations, including Shelter operations.
- Utilizes trauma-informed best practices with youth/families and interacts with them in a supportive manner.
- Maintains productive and continuous lines of communication, informing and collaborating both internally and externally.
- Identifies systemic barriers impacting youth and families and communicates these issues to leadership to support continuous improvement efforts.

PROFESSIONAL CONDUCT + ORGANIZATIONAL RESPONSIBILITIES

- Engages in productive and respectful communications with JI leadership and colleagues.
- Serves as a positive ambassador of JI to external parties.
- Displays a positive attitude, works well with others, and accepts direction well.
- Works well under stressful and emotionally-taxing circumstances and engages in effective self-care.
- This role is five days per week and may need to work evenings and weekends on occasion.
- Works in locations wherever JI serves children or youth, and their families—remote working is not guaranteed.
- Assumes other tasks and duties as assigned. These tasks and duties may support other programs and departments from time-to-time and the broader JI mission.
- Works effectively with those representing a variety of needs and abilities, with varying socioeconomic, cultural, and racial backgrounds.
- Treats youth and families with respect, dignity, and empathy.
- Reviews work for accuracy, clarity, timeliness, and conformance with procedures and processes.
- Commits to JI's organizational mission, vision, and operating philosophies in compliance with instructions, policies, and guidance.
- Maintains strict confidentiality of all proprietary and sensitive information concerning JI, its programs, funders, staff, partners, and operations.

KNOWLEDGE, SKILLS + ABILITIES

- Ability to organize and manage multiple tasks concurrently.
- Ability to follow through with assigned tasks and create systems of follow up to ensure task completion.
- Excellent written and verbal skills.
- Function and work effectively both independently and as part of a team.
- Ability to work with a diverse population, modifying intervention strategies for different settings, levels of experience and education, and learning styles.
- Ability to plan and complete projects within designated timeframes.
- Ability to manage conflict constructively and apply problem-solving skills to develop solutions for unanticipated issues and challenges.
- Must be proficient in a Windows and web-based technology environment.
- Ability to maintain confidentiality regarding work performed.
- Background checks, drug testing, education and previous employment verification required.

EDUCATION + EXPERIENCE:

- Bachelor degree in social work, policy, or related field
- At least 3-5 years' experience and knowledge of substance use, public policy, and research.
- Experience in stakeholder management and engagement

SALARY RANGE

\$50,000-\$55,000 annually, with an additional 15.35% stipend allowance to provide for health insurance and savings plans.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge of Microsoft software (e.g., Word, Outlook, Excel, PowerPoint). Knowledge of internet tools (e.g., Microsoft Teams, Zoom, Safari, Google Chrome) is desirable. Proficient in a Windows and web-based technology environment.

CERTIFICATES + LICENSES

Current, valid Colorado driver's license and proof of auto insurance.

WORK ENVIRONMENT

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. The noise level in the work environment is usually moderate. Travel is primarily within the Pikes Peak Region, with occasional travel to surrounding areas in Colorado. For positions that do not have a dedicated JI office, work will be conducted at home, in JI's open office space, and/or within the community. A laptop computer and cell phone will be provided for every employee regardless of office space designation. This role requires on-site work five days per week and may require work evenings and weekends on occasion

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl.