



<https://hccada.org/job/coalition-coordinator/>

Coalition Coordinator- CCP Kerr County

Description

The Coalition Coordinator is responsible for the facilitation of the Strategic Prevention Framework process. Through conducting media activities, obtaining community agreements, providing information, this position will assist the coalition to meet the goals of this project. This position is grant funded through 8/31/2029.

Responsibilities

- Collaborate with other coalition coordinators and coalition leadership to facilitate monthly coalition meetings, including notices, agendas, and minutes.
- Attend team and staff meetings in person and online work with Directors on process, outcome evaluation and the development of activities to meet project goals. This includes the Prevention Resource Center (PRC) Regional Epidemiological Workgroup Quarterly Meeting.
- Work with outside contracted evaluator on the reports required by the funder.
- Submit required reports in advance of due dates for review by Director.
- Work with other HCCADA community coalitions in Kerr, and Kendall County.
- Establish and maintain cooperative, professional, and productive work relationships with local key stakeholders.
- Market the coalition and its efforts to recruit potential members or partners.
- Plan and participate in community outreach activities at local events, festivals and fairs as assigned.
- Prepare and conduct informational presentations to community groups on coalition goals, facts about alcohol, prescription drugs and marijuana.
- Prepare written monthly reports concerning coalition activities.
- Assists with the development of new strategies based on community needs assessments.
- Attend HHSC community development training and Technical Assistance required meetings.
- Maintain stakeholder contact information and community agreements in the designated database.

Qualifications

- Bachelor's Degree in the field of education, social and/or human services, or public health preferred; commensurate experience accepted as determined by the Chief Executive Director.
- Certified Prevention Specialist Preferred or Associate Prevention Specialist (APS) to be completed within 20 months of employment.
- Experience in coalition building, recruiting and supervising volunteer groups.
- Knowledge of community change.
- Fluent in computer programs and social media tools.
- Ability to work independently and yet maintain close, collaborative relationships with coalition members and other staff.
- Ability to manage time effectively.
- Excellent written and verbal communication skills.

Required Training

- Complete Cardiopulmonary Resuscitation (CPR) and First Aid Training within 60 days of employment or have valid certification upon hire. Must maintain valid

Hiring organization

San Antonio Council on Alcohol and Drug Awareness

Employment Type

Full-time, Non-Exempt, Salaried

Travel

Local 15-25% Out of Town: 10-20%

Job Location

102 Business Drive, 78028,
Kerrville, TX

Base Salary

\$ 45,000 - \$ 49,000

Date posted

August 13, 2024

certification while employed.

- Complete Suicide Prevention Training, Youth and Adult Mental Health First Aid Training within 90 days of employment or have valid certifications upon hire.
- Attend and complete the HHSC scheduled Trainings and Technical Assistance for this project.
- Complete Sexual Harassment Awareness Training at Orientation.
- Complete Trauma Informed Care Training at Orientation.
- Complete HIV/ AIDS Model Workplace Guidelines Training at Orientation.
- Complete Continuum of Care Training Annually.
- Complete Reporting Child Abuse Training Annually.
- Complete Stigma Reduction, Overdose Prevention Training Annually.
- Complete HHSC Cyber Security Training Annually.
- Complete Human Trafficking Awareness Training Annually.
- Complete Safety trainings as scheduled or assigned. (Active Shooter/ Stop the Bleed)
- Attend the Annual Prevention Provider meeting.
- Annually Complete Cultural Competence and Prevention-related Ethics.
- Complete Substance Abuse Prevention Skills Training (SAPST) with a minimum of 12 months experience delivering prevention services (one-time required training).
- Maintain a minimum of 15 hours of continuing education units (CEUs) specifically related to prevention and/or job-related duties annually.

Other Requirements

- Must be able to lift, pull, and carry up to 30 lbs.
- Must have valid driver's license, automobile insurance and reliable transportation to and from school and community assignments.
- Must be able to work occasional outdoor activities and handle outdoor environmental elements.
- Must be willing to work nights and weekends when needed.

In addition to the above, the Youth Prevention Specialist shall demonstrate a commitment to the philosophy and goals of the Hill Country Council on Alcohol and Drug Abuse and a level of energy commensurate with the Council's expectations

Contacts

Online

Use the form below to provide us your information and Resume/CV file.

Or Email/Fax

Send **your Resume and Employment Application Form**, via Email Gloria Solis at gsolis@sacada.org or fax them to 210-225-4768.

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