



San Antonio Council on Alcohol & Drug Awareness

<https://hccada.org/job/kendall-county-ccp-coordinator/>

Kendall County CCP Coordinator

Description

The Kendall County CCP Coordinator must demonstrate a commitment to the philosophy and goals of the Hill Country Council on Alcohol and Drug Abuse, exhibiting energy and dedication aligned with the Council's expectations.

If you're passionate about prevention and ready to be a catalyst for change, we'd love to hear from you. Apply today and take the first step toward a fulfilling and impactful career with HCCADA.

Why Join Us?

By becoming a CCP Coordinator at HCCADA, you will:

- Be part of a supportive and inclusive team that values your contributions.
- Have opportunities for professional growth and development through training and certifications.
- Make a tangible impact on the health and well-being of the Hill Country community.
- Enjoy a work environment that encourages creativity, collaboration, and work-life balance.

Responsibilities

In this role, you will:

- **Lead with Purpose:** Lead the facilitation of the Strategic Prevention Framework (SPF) process working collaboratively with stakeholders to implement prevention strategies aimed at reducing substance misuse.
- **Facilitate monthly coalition meetings,** ensuring all voices are heard and valued, document coalition meeting minutes and send them out to coalition members promptly.
- **Collaborate Creatively:** Work closely with coalition members and colleagues to develop and evaluate prevention strategies that are both effective and innovative.
- **Engage the Community:** Build and nurture relationships with local stakeholders, fostering a network of support and collaboration.
- **Inspire Action:** Plan and participate in community events, sharing the coalition's goals and recruiting new members who share our vision.

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

- **Educate and Empower:** Deliver presentations to community groups, providing information on substance use prevention and encouraging positive change.
- **Manage with Integrity:** Maintain accurate records and ensure compliance with grant requirements, contributing to the transparency and success of our initiatives.
- **Keep up with current legislation** related to Alcohol, Tobacco, Marijuana and Prescription Drugs.
- **Provide training** to coalition members about local issues related to substance use.

Qualifications

We seek a compassionate and proactive individual who:

- Holds a Bachelor's degree in education, social/human services, public health, or a related field (or has equivalent experience).
- Is an Advanced Certified Prevention Specialist or is willing to obtain Certified Prevention Specialist, and Associate Prevention Specialist (APS) certification within 20 months of employment.
- Has experience in coalition building, volunteer recruitment, and event organization.
- Possesses strong communication skills and is comfortable with both in-person and virtual interactions.
- Is proficient in computer programs.
- Has experience using constant contact, Facebook, Hootsuite and other social media tools.
- Demonstrates the ability to work independently while maintaining collaborative relationships.
- Is committed to continuous learning and professional development.
- Ability to lift pull and carry up to 30 lbs.
- Valid drivers license, automobile insurance and reliable transportation.
- Willingness to work occasional nights and weekends as needed
- Ability to work in outdoor environments during community outreach events.
- Someone who love to learn, this role requires numerous trainings and occasional out of town and out of state travel for conferences.

Required Training

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

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.

SACADA is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law