

CITY OF FRANKLIN
Job Description

Job Title: Drug-Free Community Grant Coalition Coordinator

Department: Health and Human Services

Reports To: Director of Health & Human Services

Salary Level: Salary Grade 6 (Grant Funded)

FLSA Status: Exempt

Prepared By: Courtney Day, Director of Health & Human Services

Prepared Date: July 29, 2019

Approved By: Common Council

Approved Date:

SUMMARY

Volition Franklin is a cooperative community coalition whose goal is to prevent and reduce alcohol, tobacco, marijuana, and other drugs used by youth through implementing policies and changing the culture in order to create a healthy community. The Coordinator, along with the coalition, will help youth to make healthy choices, especially related to alcohol, tobacco, and other drugs, by empowering parents and families, determining coalition priorities, implementing best practices for targeting coalition priorities, and by strengthening coalition infrastructure and capacity.

Essential Duties and Responsibilities

Work collaboratively to ensure that the DFC (Drug-Free Community) grant work plan is implemented in a timely and effective manner.

Plan and participate in recruitment activities to increase coalition membership.

Identify, recruit, schedule, coordinate, and contract guest speakers and trainers for Volition Franklin programs.

Schedule coalition meetings and inform members of meeting locations and times. Develop meeting agendas with the Volition Franklin Executive Board and disseminate to members. Keep Volition Franklin records including but not limited to agendas and minutes.

Prepare, coordinate, manage, and oversee coalition communication strategies including website, electronic and printed materials, surveys and social media.

Attend all Volition Franklin meetings, Executive Committee meetings, and Work Group meetings as appropriate. Assure that minutes from these meetings are recorded and distributed to members. Create and maintain reports to the funding sources as required.

Work with the Project Director on budget, contracts, grant match, and reports to coalition members as required by the DFC grants.

Work with the Franklin Health Department DFC Associate.

Plan, implement, and evaluate Volition Franklin programs and regularly consult with the DFC Evaluator.

Other duties as identified by the DFC leadership team.

MINIMUM QUALIFICATIONS

Education and Experience

A Bachelor's degree in Social Work, Education, Nursing, Public Health, or a related field is required.

1-3 years experience in developing/conducting training, making presentations, organizing projects/programs, and working with diverse groups of people.

Necessary Knowledge, Skills, and Abilities

Passion for preventing alcohol and other drug use among youth.

Applied knowledge of substance use/ abuse and its impact on young people within the community.

Knowledge of prevention best practices preferred.

Ability working with individuals from diverse economic, racial, and ethnic backgrounds and age groups.

Superior oral and written communication skills related to community presentations.

Ability to manage an organizational budget.

Ability to work independently and as a member of a team.

Excellent problem-solving skills.

Ability to multi-task.

Ability to communicate proficiently to a broad range of audiences.

Ability to travel overnight to training/conferences as required.

Ability to attend meetings outside normal workday as required.

Maintains privacy rights of clients and confidentiality of patient records according to professional standards and City of Franklin policies and procedures.

CERTIFICATES, LICENSES & REGISTRATIONS

Valid Wisconsin driver's license. The Coordinator must own a private vehicle for work assignments.

SUPERVISION RECEIVED

Works under broad general guidance and direction of the Director of Health & Human Services with oversight provided by the Volition Franklin Executive Board.

SUPERVISION EXERCISED

None

TOOLS AND EQUIPMENT USED

Proficient in Microsoft Office application, web applications, and social media.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be independently mobile and is required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate handle or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The above physical demands are required for the setup of, participation in, and breakdown of community presentations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work place is moderate.

The duties mentioned before 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.

The 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.