

SOUTHERN UTE COMMUNITY ACTION PROGRAMS, INC.
JOB DESCRIPTION

JOB TITLE: CHC Persistent Drunk Driving (PDD) Project Coordinator

SUPERVISOR: PDD Project Director, Celebrating Healthy Communities (CHC)

SUPERVISES: PDD Project Coordinator

POSITION STATUS: Hourly/Part Time/ 20 Hours/Week

DEPARTMENT/DIVISION: YS

LOCATION: La Plata County

POSITION SUMMARY: Coordinates 4-county prevention project funded by LEAF/OBH entitled Persistent Drunk Driving (PDD). Responsible for meeting with partners and tracking steps to accomplish the work plans. Also responsible for data tracking and compliance with grant requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Submit successful and timely monthly and year-end reports.
- Oversee program implementation including work plan development, and monitoring service delivery.
- Build partnerships and collaborative efforts with diverse community groups and agencies to meet the purpose of the PDD funding.
- Assess, report, and monitor budget resources and opportunities.
- Conduct and oversee partner education efforts.
- Maintain current knowledge of local, state, national, and international Alcohol, Tobacco, and Other Drug (ATOD) use data, needs, and best practices.

QUALIFICATIONS:

- B.A/B.S. degree in a related field.
- Computer competency and the ability to quickly learn new technology
- Experience and skill in using the Internet to obtain information and to conduct research.
- Ability to build and maintain positive relationships with a variety of diverse entities and populations..
- Ability to work as part of a team and recognize situations which require teamwork.
- Maintain confidentiality as appropriate and recognize situations where confidentiality should be maintained.

- Must have reliable transportation and be willing to travel around the region.
- Must pass criminal history background check.
- Must have a valid driver's license for state of residency and be insurable under SUCAP's vehicle insurance policy.

LANGUAGE SKILLS:

- Ability to communicate clearly and accurately, in oral and written format.
- Ability to read and comprehend documents such as grants, training materials, work plans, and other related documents.
- Bi-lingual a plus.

MATHEMATICAL SKILLS:

- Ability to maintain and record receipts/documents for expenditures according to budget work plans.

REASONING ABILITY:

- Must be able to work independently with minimal supervision.
- Must be able to effectively and clearly organize projects, efforts, and all related documents.

PHYSICAL REQUIREMENTS:

- Position involves some standing, and long periods of sitting, including driving.
- Must be able to transport and set up materials for large meetings, including food, presentation materials, and training and/or informative materials.
- Adequate hearing and speaking is required to hear/talk with all individuals, facilitate meetings, and to use telephones on a consistent basis. Accommodations will be considered.

WORK ENVIRONMENT:

- Some office work is required.
- Office location is at the Celebrating Healthy Communities office space with some flexibility.
- Remainder of time is spent within the community; attending meetings, networking, conducting education sessions, coordinating events, and facilitating meetings.

COMPUTER SKILLS:

- Must be able to write reports on grant activities.
- Must be able to log data/ activities where required
- Must be proficient in Microsoft Office, internet and web page content management systems, and photo programs.

ATTENDANCE REQUIREMENTS:

- Must be able to arrive to work as requested by the staff schedule.
- Must attend required trainings as requested by the Project Director.

- Must be able to attend meetings located throughout La Plata, San Juan, Dolores, and Montezuma counties.

Schedules are negotiable.