

SUBSTANCE ABUSE PREVENTION/GRANTS COORDINATOR

NATURE OF WORK

This is administrative work requiring the initiation, coordination and administration of specially assigned programs or projects involving substance abuse education, prevention and treatment. Work involves grant writing to obtain additional treatment funds, grant administration and coordinating special events that further substance abuse education and prevention. Work involves serving as a liaison with other county, state, federal and community agencies.

An employee in a position allocated to this class is expected to initiate, coordinate and manage activities with considerable independence, although all major decisions are referred to an administrative superior for advice and direction. Supervision is received through conferences with an administrative superior and by adherence to established policies and procedures. Work is reviewed through conferences, reports and project achievements.

EXAMPLES OF WORK

Researches and identifies federal, state and local grants available for substance abuse treatment.

Writes grant applications.

Plans and coordinates special events for substance abuse education and prevention, such as Red Ribbon Week.

Staffs the Drug Abuse Trust Fund Advisory Board.

Acts as the Criminal Justice Commission (CJC) liaison to all substance abuse agencies; serves as the County's liaison/monitor to local, state and federal grantor/grantee agencies.

Researches and coordinates meetings on Medicaid funding reform.

Coordinates appearance of elected officials, dignitaries and others for special substance abuse education/prevention events.

Obtains, develops and disseminates communications materials for Red Ribbon Week and other special events.

Coordinates and staffs committees as needed for special events and projects.

May require public speaking at special events, seminars or conferences.

Assists in the development of projects, programs, and contracts, as well as grant policies, procedures and schedules.

Performs analysis of grants and contracts; prepares statistical reports and related data.

Provides professional level staff assistance to an administrative superior, division or department head in specially assigned areas of operation; assists and advises on matters pertaining to contract and grant projects assigned.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles of grant research, writing and administration.

Considerable knowledge of standard practices in local government operations and budgeting.

Considerable knowledge of modern office practices, systems and equipment.

Considerable knowledge of the functions and operations of the criminal justice process.

Some knowledge of the concepts and principles of substance abuse treatment.

Ability to plan and coordinate projects and special events involving elected officials and dignitaries.

Ability to communicate effectively both orally and in writing.

SUBSTANCE ABUSE PREVENTION/GRANTS COORDINATOR**MINIMUM ENTRANCE REQUIREMENTS**

Graduation from an accredited four year college or university with major course work in social sciences or related field; two (2) years experience in a staff or administrative capacity initiating, managing and/or coordinating grants, or any equivalent combination of related training and experience.

8/2000