

Substance Use and Violence Prevention Coordinator

Department: Health & Human Services Department

Location: 12 Pierce Street
Brookline, MA, 02445

Salary: \$77,019.16 annually

Minutes Walk to Public Transit: 10

Job Close Date: 7/8/2022

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The Town of Brookline Public Health Department is accepting applications for a Substance Use and Violence Prevention Coordinator to oversee and implement the town-wide program to reduce substance abuse amongst teens through education, prevention programs, direct interventions, and counseling. Develops and delivers or implements educational programs to reduce incidence of substance abuse and violence in teens. Responsible for program design and on-going evaluation. Coordinates school and community prevention, education, outreach services, and consultation. The incumbent performs all other related work as required.

Qualifications:

Master's degree in social work required with expertise in substance abuse issues, adolescent development, parenting, and public health; five years of direct service work of substance abuse treatment providing individual, group, and family counseling; followed by five years of clinical supervision and program management; or any equivalent combination of education, training and experience. Must have grant fiscal management experience and experience working with community coalitions.

Special Requirements:

- Social Work License, MA
- Post-Graduate Substance Abuse Certification, MA

Starting Salary: \$77,019.16 annually. Please apply with Resume and cover letter by July 8, 2022.

Substance Use and Violence Prevention Coordinator Job Description

Position Purpose:

The purpose of this position is to oversee and implement the substance abuse and violence prevention program for the Town of Brookline. Develops and delivers or implements educational programs to reduce incidence of substance abuse and violence in teens. Responsible for program design and on-going evaluation. Coordinates school and community prevention, education, outreach services, and consultation. The incumbent performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below 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.)

- Coordinates a town-wide program to reduce substance abuse amongst teens through education, prevention programs, direct interventions, and counseling.
- Actively promotes youth substance abuse programs to families and individuals; develops and maintains relationships with other professionals, schools, institutions and agencies implementing substance abuse services via education, prevention, outreach, support and treatment.
- Provides assessments, consultations, interventions referrals and individual group and family counseling to youth people, their families, school, and town employees for substance abuse issues.
- Supervises division staff and interns; participates in recruiting, hiring, training and evaluation of staff and interns.
- Plans, writes, administers, and evaluates grants.
- Compiles and evaluates data on youth health risk issues; uses the data to develop the comprehensive substance abuse prevention strategic action plan including goals, objectives, and activities; evaluates the Plan on an annual basis.
- Coordinates the Substance Abuse and Violence Prevention Team meetings and the Round Table meetings and participates in the Brookline High School Crisis Team.
- Collaborates with school administration to develop and update school policies and procedures concerning tobacco, substance abuse and violence related issues for students and employees.
- Collaborate with police and court personnel to develop and implement the Juvenile Diversion Program and provide evaluation and intervention services for court involved youth.
- Plans and facilitates the utilization of speakers, presentations, assemblies and other community education and awareness programs on substance abuse and violence related to youth issues.
- Provides updated alcohol, tobacco and other drug prevention education and treatment resource guides and violence prevention resources and materials.
- Consults to school personnel in the implementation of alcohol, tobacco and other prevention curricula and violence prevention curricula. Purchases and evaluates new curricula videos and materials.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Master's degree in social work required with expertise in substance abuse issues, adolescent development, parenting, and public health; five years of direct service work of substance abuse treatment providing individual, group, and family counseling; followed by five years of clinical supervision and program management; or any equivalent combination of education, training and experience. Must have grant fiscal management experience and experience working with community coalitions.

Special Requirements:

Social Work License, Massachusetts
Post-Graduate Substance Abuse Certification, Massachusetts

Knowledge, Ability and Skill:

Knowledge: Knowledge of services and resources available to youth. Knowledge of adolescent development. Knowledge of related state and federal laws and regulations. Thorough knowledge of education and outreach methods. Knowledge of grant writing and management.

Ability: Ability to use culturally and developmentally appropriate tools and programs. Ability to plan and creatively allocate resources. Ability to work with individuals, families and community agencies. Ability to work with teenagers and adolescents who are resistant or angry. Ability to coordinate and monitor client's care. Ability to work well with a variety of town, school and community agencies. Ability to facilitate community meetings and work with community coalitions. Comfortable with public speaking.

Skill: Skilled at grant fiscal management and grant writing. Skilled at data collection and analysis. Granting writing management skills. Skilled at coalition building. Supervisory skills. Skill in popular software applications for word processing, desktop publishing, spreadsheets, presentations, and database. Skill in group work, therapy, and counseling. Budget management and accounting skills. Skill in all of the above listed technology, tools, and equipment. Skill in relating to volunteers and colleagues. Excellent written and oral communications skills.

Physical Requirements:

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.

Tasks may involve extended periods of time at a keyboard or workstation. Vision and hearing at, or correctable to normal ranges is necessary. Must be able to communicate verbally. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Supervision:

Supervision Scope: Performs highly responsible functions requiring a high level of initiative and judgment to evaluate the services and educational needs of the youth in Brookline, develops and implements programs to meet those needs.

Supervision Received: Works under the administrative direction of the Director of Health and Human Services. Meets regularly with the Director to discuss programs. Confers with his/her supervisor when unusual situations arise.

Supervision Given: Has direct supervisory responsibility for division employee and interns; assigns work and sets priorities and deadlines.

Job Environment:

Work is performed in an office or other environmentally controlled room. Operates computers, printers, telephone, and other standard office equipment. Has frequent contact with outside providers, mental health clinicians, social service agencies, parents, police, schools, and court personnel. Contacts are by phone, in person, and in writing, and require discussing complex administrative matters and involve discussing the needs of the service recipient. Has access to department related confidential information. Errors could result in reduced levels of service to the community and serious legal ramifications.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

The Town of Brookline is an equal opportunity employer and dedicated to maintaining a diverse workforce.