

**Program Coordinator
Community Awareness, Education and Outreach
Andover Police Department**

POSITION SUMMARY:

The Program Coordinator of Community Awareness, Education and Outreach provides strategic and tactical leadership to the community regarding the issues of substance abuse and mental health. The Program Coordinator will be responsible for developing, collaborating and implementing substance abuse prevention programs, addiction awareness programs, and wellness and prevention programs for community members, including businesses as well as families impacted by these issues.

The Program Coordinator's overall operational responsibilities include providing support to community-based programs and developing creative and supportive informational venues for the residents and families of Andover. The position requires excellent communication skills and the ability to work collaboratively with various constituencies to provide vital information that promotes an understanding of the issues through educational venues, dialogue and forums, activities, and programs that support the target audience. The position requires constant communication and team building with town departments, the school department, businesses, families and individuals of the community.

ESSENTIAL FUNCTIONS:

- Responsible for promoting community awareness and understanding concerning the issues of addiction, substance abuse and mental health. Provide information about accessing available resources and programs that address these issues.
- Provide informational counseling services to individuals and families impacted by addiction, substance abuse and related mental health issues and make appropriate referrals to available programs and resources.
- Explore grant opportunities, including the preparation and submission of grant applications; manage grant awards as appropriate.
- Facilitate informational meetings, programs and functions within the community related to these issues.
- Confer with other professionals to maintain current policies and procedures to ensure the community is receiving current information.

- Build relationships within the community to help support those seeking help.
- Perform all other reasonably related duties as assigned.

MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities

- Demonstrated professionalism and maturity to handle confidential and sensitive personal information and issues.
- Excellent organizational skills, ability to meet deadlines and schedules for multiple projects and assignments.
- Proficiency in the utilization of Microsoft Office.
- Excellent judgment and substantial experience dealing with matters of addiction.
- Excellent interpersonal skills and the ability to relate to and communicate effectively with diverse individuals and groups.
- Good public speaking skills and the ability to communicate effectively verbally and in writing.
- The ability to establish positive public relations and build collaboration with the Town and School Departments and the larger Andover community.
- Knowledge of local and state regulations as they pertain to mental health hospitalizations, health insurance coverage, and child welfare laws.

Education and Experience

Duties require Master's degree in Health Education, Public Health, or related content area; 3-5 years experience in teaching and counseling in a substance abuse program; or any equivalent combination of education and experience. Experience with grant writing preferred.

SUPERVISORY RESPONSIBILITY-

None

PHYSICAL ELEMENTS

- More than half time spent in normal office setting.

- Use computer keyboard and other standard office equipment requiring eye-hand coordination and finger dexterity.
- Involves travel to meetings in other local communities.
- Involves flexible schedule to meet the demand and needs of the community; anticipate evening and weekend activities.

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