



Office of HUMAN RESOURCES  
**LISA SEYMOUR**  
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## Prevention Coordinator

Full-time

The Town of East Hampton is accepting applications for the position of Prevention Coordinator. The Prevention Coordinator shall implement grants received to reduce alcohol and drug use among youth and young adults that adversely affect our community.

This position requires a bachelor's degree from an accredited college or university in Counseling, Social Work, Human Services, Public Health, or Psychology; or an equivalent combination of education, training, and experience, including one year of youth services work – master's degree and /or Certified Prevention Specialist (CPS) credentials preferred. The salary is \$51,251 per annum, with a 37.5-hour flexible work week and benefit package. This is a two-year grant-funded position with the potential for an additional five years pending grant funding.

Interested candidates should submit a cover letter, resume and employment application to the Town of East Hampton, Department of Human Resources, 1 Community Drive, East Hampton, CT 06424, or by email to lseymour@easthamptonct.gov. This position is open until filled with the first review of applications on or around 5/26/2023. EOE/M-F/AA.  
[www.easthamptonct.gov](http://www.easthamptonct.gov)

Posted: 05/5/2023  
Closing: 5/26/2023, or until filled

### Distribution:

- M. Angeli, NAGE, Local R1-216
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- Town Emails
- Board of Education
- Rivereast News (5/12/2023)
- CT Youth Services Association (CYSA)
- CT Association of Prevention Professionals
- CT Conference of Municipalities
- Indeed.com
- [www.easthamptonct.gov](http://www.easthamptonct.gov)



## Prevention Coordinator

The Prevention Coordinator shall implement grants received to reduce alcohol and marijuana use among youth (generally, individuals 18 years of age and younger) or young adults. In addition, the Prevention Coordinator may address additional substance abuse prevention priorities among other demographic groups or involving other substances such as prescription drugs, heroin, nicotine, or other drugs that adversely affect our community based on community priorities and the terms of grants which may be received.

### General Description

Under the supervision of the Town Manager, or designee, and in coordination with the East Hampton Prevention Partnership, the Prevention Coordinator will work with multiple sectors of the community to develop and facilitate a comprehensive youth substance abuse prevention program.

The primary objectives of the Prevention Coordinator are to network, build consensus and accept direction from diverse groups while assisting to direct a Prevention Partnership in accomplishing its mission. This position will work closely with local schools, Town departments (Recreation, Social Services, Police, etc.) and community agencies to provide planning, implementation, training and evaluation of prevention programs.

### Supervision Received and Exercised

Reports directly to the Town Manager, or designee. Supervises assigned staff.

### Essential Duties and Responsibilities

- Participate in and assists in facilitation of local Prevention Partnership meetings.
- Build relationships with representatives and members from all community sectors as defined by the various grants that may be received by the Town.
- Coordinate all Prevention Partnership activities according to the five steps of the Strategic Prevention Framework (SPF). Ensure that Prevention Partnership members are fully educated in the SPF process.
- Ensure ongoing needs assessment and Prevention Partnership capacity building activities throughout the grant period(s). Plan and implement periodic reviews with the Program Evaluator.
- Monitor and support all Prevention Partnership planning and implementation of activities working closely with the Program Evaluator to ensure timely, and qualitative feedback.
- Facilitate collaboration between sector members and the Prevention Partnership to accomplish the strategic plan.
- Comply with all Federal and State requirements for data collection and reporting.
- Work closely with the Chairs(s) of the Prevention Partnership to select, supervise and evaluate the work of project consultants and staff as needed.
- Develop training and educational materials and provide presentations to the Prevention Partnership and the public on issues related to youth substance abuse prevention.
- Maintain media and web based electronic footprint.
- Represent the Prevention Partnership at State and Federal meetings.
- Attends trainings, workshops, statewide and national conferences relevant to this position.





- Perform related work as required.

#### Knowledge, Skills, and Abilities

- Excellent interpersonal skills using tact, patience and courtesy with staff, public and elected and appointed boards, and commissions.
- Experience in networking and consensus building and must be able to accept direction from a diverse group.
- Experience in substance abuse prevention practices, community approaches to prevention and coordinating diverse groups in accomplishing a unified plan of action.
- Ability to work independently with minimum supervision.
- Ability to design and maintain an operating budget.
- Knowledgeable in grant research, writing and application processes.
- Ability to produce concise and clear reports and maintain confidentiality.
- Ability to operate a personal computer, software application and standard office equipment.
- Proficient Record-keeping and report preparation techniques.
- Excellent time and office management, planning and organizing skills.
- Proficient in spelling, punctuation, and grammar.
- Reliability and good attendance.

#### Required Qualifications

A bachelor's degree from an accredited college or university in Counseling, Social Work, Human Services, Public Health, or Psychology; or equivalent combination of education training and experience including one year youth services work. Master's Degree desirable and/or Certified Prevention Specialist (CPS) credentials preferred. Must be willing to obtain and have an action plan to secure CPS within 12 months of employment.

#### Special Requirements

Possession of a valid Connecticut driver's license.

#### Physical Demands

The physical demands and work environment characteristics described herein 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.

Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this position the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. The employee is regularly required to sit, stand and walk. Must be able to speak and hear clearly.

#### Work Environment

The work environment characteristics described herein are representative of those an employee encounters while performing 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 mostly works indoors in an office setting, school setting and with diverse groups. The noise level in the work environment is usually quiet to moderate. Some outdoor activities may be required.

General Guidelines

The duties listed above 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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. **This is a grant funded position.**

Updated 2/9/2021