



State Prevention Coordinator

Class Code:
dup

Bargaining Unit:

GOVERNMENT OF THE VIRGIN ISLANDS
Revision Date: Mar 15, 2018

SALARY RANGE

\$0.00 Hourly
\$0.00 Biweekly
\$0.00 Annually

DESCRIPTION:

DEFINITION

Coordinates and develops mental health, alcoholism and drug prevention programming in the Virgin Islands; promotes technical assistance to local prevention programs; planning and implement data collection and evaluation of local prevention efforts. Coordinates with others agencies, local and natural; develops written plans for mental health, alcoholism, and drug dependency prevention; designs and implements standards for prevention programs in the Virgin Islands.

DUTIES AND RESPONSIBILITIES:

Examples of work

Develops new prevention knowledge, the dissemination of prevention documentation and initiation of community mental health, alcoholism and drug dependency prevention programs.

Develops management plans for the Prevention Coordinator's Office; including goals, objectives, tasks, activities and a mechanism to check each of the above.

Creates and implements one-year or other long term state coordination plans which shall include examination of state prevention projects and incorporate: a) prevention program needs assessment; b) identification of problems evolving from assessment; c) establishment of prevention project priorities; d) identification of current and future resources needed to support prioritized programs; e) and plans to evaluate locals projects.

Establishes criteria for selection of exemplary state projects and provides a written description of each project selected which includes title, type, goals, objectives, outcomes, number of clients served, contributions to field of prevention, etc.

Surveys existing prevention materials within the Territory (films, books, brochures) which are circulated by Territorial Government agencies and develops a bibliography for dissemination to target audiences.

Develops state operational plans for the prevention efforts by Single State Agency, to include the identification of goals, objectives, and action strategies.

The Project Director will have primary responsibility for review of State plans develop by other state agencies relative to prevention and will have primary responsibility in developing and forming linkages between the Department of Health, Division of Mental Health, Alcoholism, and Drug Dependency, and other state agencies relative to prevention.

Participates in sponsored conferences for the purpose of dissemination and development of national prevention strategies and the development of guidelines for States and Territories.

Prepare written reports as are appropriate.

Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Minimum Qualification

Master's degree from a regionally accredited university in the social or behavioral science or in health –related field, plus one year experience in the field of affective education or various primary and secondary prevention modalities

OR

Bachelor's degree from a regionally accredited institution of higher learning in social , behavioral or health-related field, plus three (3) years' experience, two (2) of which must have been in the field of affective education or various primary and secondary prevention modalities.

POSITION FACTORS:

Knowledge, Skills, and Abilities

Knowledge, sensitivity and awareness of the socio-cultural economic aspects of the disadvantaged and high- risk adolescent.

The ability to work harmoniously with others in the fields of health, social services, education and cultural affairs in order to achieve a high degree of coordination in providing services to the community for the development of primary prevention strategies.

Ability to review proposal or perform report writing.

Ability to develop and conduct in-service training.