

**Walla Walla County
Position Description**

JOB TITLE: CPWI Specialist
DEPARTMENT: Community Health
REPORTS TO: Program Coordinator – Behavioral Health
PAY GRADE: 5, Full Time, (40 Hours/Week), Benefits Apply

JOB SUMMARY: Perform program planning, development, and coordination to help organize and maintain the Community Prevention and Wellness Initiative (CPWI) substance abuse coalition. Develop, coordinate, and provide assistance to the community coalition and help guide the continuous development and implementation of a community substance abuse prevention strategic plan. Assist coalition members in navigating the CPWI Prevention Planning Framework and guide the coalition to develop a comprehensive action plan based on the community needs assessment and strategic planning. **This position is contingent upon grant funding, currently funded to June 30, 2023 with the possibility of continuation. This position will cease when grant funding ceases.**

SUPERVISORY RESPONSIBILITIES: N/A

ESSENTIAL FUNCTIONS:

- Manage Community Prevention and Wellness Initiative (CPWI) contract
- Serve as staff for the prevention coalition to plan, implement, and report on task categories. Facilitate and assist with recruitment of coalition membership, work to retain coalition membership, and obtain and retain support from local key stakeholders and community leaders.
- Coordinate regular coalition meetings to ensure implementation of the strategic plan and the defined work plan.
- Work with individual coalition member organizations to help them align and integrate their work with the goals and strategies of the coalition and CPWI Prevention Planning Framework-focused work.
- Develop and implement data collection methods/tools for activities and projects in conjunction with others.
- Work with the coalition and projects to develop and monitor outcomes. Report to the coalition on progress toward the goals and objectives of the strategic plan and work plans.
- Provide or coordinate services, implement activities and manage coalition trainings with the guidance of the coalition members.
- Serve as a liaison between the CPWI coalition and the state Division of Behavioral Health and Recovery (DBHR) Prevention staff.

- Prepare, assist, carry out, monitor, and evaluate the State DBHR Prevention contract “Statements of Work.”
- Plan and coordinate the regular review of the CPWI coalition budget.

EXAMPLES OF DUTIES:

- Facilitate and support collaboration between diverse groups and resources, and lead coalition members in a community needs assessment and work plan development.
- Coordinate activities such as: Identifying community resources and understanding community needs, analyzing community health indicator data, conduction planning activities to enhance community health, directing coalitions in selecting evidence-based health interventions, and collaborating with other local, regional, or state coalitions to strengthen local efforts.
- Provide information, technical assistance, and materials to members of the coalition and to the community at-large.
- Coordinate community outreach efforts (presentations, newsletter, volunteer recruitment, etc.).
- Provide presentations on behalf of the CPWI Coalition to advisory boards, government officials and service agencies.
- Participate in local, regional, and state learning community meetings, monthly state meetings as defined and complete required trainings.

EQUIPMENT TO BE USED: General office equipment, including computers, printers, fax machines, postal meter, copiers, 10-key calculators, laptop or computer work station and related software, multi-line phone systems, voice mail, email, and cell phones.

WORKING ENVIRONMENT/PHYSICAL ABILITIES: Working environment includes activities in multiple community venues. Physical abilities required for this position are ones typically related to office operations; sitting, standing, bending, reaching, and lifting up to twenty (20) pounds. Manual dexterity and visual acuity to operate computers, other office equipment, accessing of file cabinets both on and off site, and sufficient hearing and speech ability to communicate verbally.

KNOWLEDGE AND ABILITIES:

- Ability to obtain, organize and analyze data from a variety of source and prepare accurate, concise reports.
- Ability to complete projects independently with little or no supervision.
- Ability to make simple mathematical computations and present statistical information.
- Ability to develop, maintain and expand effective working relationships with state and local officials, service agencies, supervisors, coalition members, colleagues, and the general public.
- Ability to create and sustain effective relationships with community partners, foster and share leadership among individuals in the community, and build bridges among diverse community members and organizations.

- Possess effective written and oral communication skills, to include public speaking and training, group, and meeting facilitation.
- Working knowledge of substance abuse prevention and prevention science, community development and mobilization, youth development principles, and community organizing approaches.
- Knowledge of social research related to risk and protective factors and substance abuse.
- Knowledge of simple grant administration.

EDUCATION AND EXPERIENCE:

- B.A. Degree in Education, Health Education, Communications, Social Sciences, or closely related field required and two (2) years of work experience in community organizing, program coordination or community-based programs involving youth development principles.
- A minimum of five (5) years of relevant experience with programs related to behavioral health prevention; or combination of education and experience which would provide the desired knowledge, skills, and training to meet the requirements for the position.
- Have Certified Prevention Professional credential or ability to pursue certification.

LICENSES AND OTHER REQUIREMENTS:

- Must successfully pass a background check and a driving record check.
- Maintain valid driver's license, vehicle insurance coverage and access to a vehicle during working hours.
- Must be vaccinated per the Advisory Committee on Immunization Practices (ACIP) and other mandated vaccines by State, Federal or local officials. Provide documentation of immunization status or proof of immunity (titer) to vaccine preventable diseases. Required vaccines must be started within 14 days of employment and completed per ACIP schedule. Employee must participate in the employee health program.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.