

Allen County Drug & Alcohol Consortium, Inc.

Position Description: Prevention Specialist Meeting Coordinator

Reports To: Executive Director, Director of Community Initiatives and Major Projects

1 FTE

Health and Safety Requirements

- Must be tobacco free and fully vaccinated from COVID 19
- Must be able to lift a minimum of 25 pounds
- Must have reliable transportation and the ability to move between locations in the county as needed for various program activities and trainings
- Must have citizenship documentation and be able to pass a drug screen
- Take mental health days as needed and maintain personal regime for self-care

General Requirements

- Seek to maintain a positive and transparent work environment
- Address issues directly with peers or supervisors, rather than with others
- Dress appropriately (business casual) for public meeting days
- Attend State-Required meetings, often in Indianapolis, as often as monthly
- Coordinate and assist with internal and public meetings and professional development trainings
- Work in the office and assist in answering phones and the door and running community meetings

Prevention Specialist Responsibilities

- Work within the Strategic Prevention Framework to collect data, assess community needs, build capacity, coordinate the implementation and tracking of programmatic goals and objectives, and implement training
- Complete fiscal reports to county, state, and federal agencies
- Maintain records and track data for programmatic reports
- Coordinate professional trainings, maintain relationships with partners, and create a positive impact on the community
- Speak publicly about SUD, Mental Health, and build public awareness and positive perception of DAC in the community