



Sofia Quintero

art and cultural center, inc.

1222 Broadway St. Toledo, OH 43609 419-241-1655

Job Description

Avance

Mental Health Program; Prevention Program Coordinator

Purpose: The Prevention Program Supervisor is responsible for the development, implementation, and evaluation of the prevention program of the Sofia Quintero Art and Cultural Center, Inc. including grant and budget management and supervising staff.

Qualifications:

- At least 18 years old.
- A high school diploma or GED.
- An associates degree or higher in a relevant field.
- Training and 2+ years background in Prevention/Mental Health
Preferred: Ohio Certified Prevention Specialist (OCPS) or Ohio Certified Prevention Consultant (OCPC), Ohio Licensed Social Worker (LSW) or higher, or Certified Health Education Specialist (CHES) or higher.
- Two or more years experience working in a community based setting.
- Knowledge of Latino community is preferred.
- Bilingual (Spanish and English)
- Can maintain confidentiality at all times
- Can use Microsoft Suite and Google (Email, Drives)
- Ability to work independently and make decisions according to policies and procedures
- Organizational skills, positive demeanor and willing to be a team player and contribute to the overall mission of SQACC
- Strong phone and communicative skills (verbal and written)
- Ability to adapt and solve problems

Position Responsibilities:

- Collaborate with identified school(s), community organizations, and other stakeholders to implement evidence-based prevention strategies to prevent or delay the occurrence of mental health and substance use disorder issues among grade school students
- Foster strong relationships with school personnel, parents/caretakers, and community members to advance the mission of the organization and the program.
- Oversee the collection and maintenance of records, program evaluation and reporting purposes

- Lead the development of prevention programming and grant reporting.
- Cooperatively work with other staff, volunteers, and interns to ensure an effective program. .
- Ensure programming is adequately staffed and has supplies needed
- Provide supervision for staff, volunteers, and interns including ensuring SQACC personnel are receiving appropriate continuing education based on their professional development needs.
- Provide information and referrals for youth and parents to other community organizations as needed
- Serve as a resource to school personnel and community members on issues related to the program and organization
- Develop, lead, and/or participate in awareness campaigns that follow evidence-based/best practices
- Attend weekly staff meetings, answer phone calls, support a clean office, and welcome community members
- Follow established policies and procedures
- Other duties as assigned

This job description is not intended to be and should not be construed as an all-inclusive list of the responsibilities, skills, or working conditions associated with the position.

Are we a good fit for you?

We are a small team of 5 that are spread throughout our properties. We like to brainstorm, share ideas, talk and laugh. We can be a fast-paced environment with staff in and out of the office. Since we are a small team, we each have our primary job duties, but help each other when needed. We have an open office set up with lots of color, plants, and art. We have a diverse board who offer a variety of expertise.

Avance is a new grant/program, focused on Mental Health and Prevention of alcohol and substance abused. The program will be both in schools (during designated class periods), after school as well as hosted in the summer. For the first year this program will focus on grade school students and their families. Our priority is to offer a Latino focused, bilingual and bicultural program. As staff become confident with the program we are excited to integrate other SQACC areas such as art, agriculture and cuisine into the prevention activities and themes.

Reports to and works closely with: Executive Director

Hours: 30 hours per week, in office

Pay Range: \$19.00 per hour

Benefits: Health Insurance; 100% Employee coverage

For questions, please email eod.sqacc@gmail.com, no phone calls please. Please email a cover letter and resume to eod.sqacc@gmail.com / The position will remain open until filled. Updated: 11/2023