



Job Title:	Collaboration Prevention Specialist	FLSA:	Non-Exempt
Department/Group:	Prevention	Reports To:	Regional Prevention Center Director
Location:	RPC	Travel Required:	Yes
Position Type:	Full-Time		
HR Contact:	Christal Henderson	Date posted:	
Will Train Applicant(s):	Yes	Posting Expires:	-----
Applications Accepted By:			
Drop off at Comprehend Office 611 Forest Avenue Maysville KY, 41056		Email: chederson@comprehendinc.org	
Job Description			
<p>Role and Responsibilities</p> <p>Holds primary responsibility for building collaboration at the community level to support the completion of the Regional Prevention Center work plan and meet goals of the State Opioid Response (SOR) project by:</p> <ul style="list-style-type: none"> ● Conducting a survey of coalitions and other organizations providing prevention services focused on substance use and related consequences; ● Conducting a survey of technical assistance needs of coalitions and other organizations providing prevention services focused on substance use and related consequences; ● Supporting the implementation of a network analysis at the community level to determine key stakeholders who broker engagement at the community level for substance use prevention and related consequences; ● Planning, coordinating, and implementing a statewide expansion of a current or newly conceived substance use prevention project; ● Planning, coordinating, and implementing delivery of training of coalitions and other prevention-service providing coalitions and organizations focused on substance use and related consequences; ● Providing technical assistance to prevention-service providing coalitions and other organizations on the best practice of collaboration for sustainability of efforts; ● Working collaboratively with other staff members of Regional Prevention Center ● Providing support to RPCs to ensure alignment of collaboration efforts with needs-assessment driven work plan. ● Developing and implementing region-wide strategies that promote community collaboration; ● Encouraging partnerships between RPCs and prevention service delivering coalitions and agencies; ● Supporting collection of community-level needs assessment data through evaluation activities such as focus groups, interviews, and environmental scans; ● Entering all service data into the Prevention Data System; and ● Supporting other RPC staff as needed to integrate new partnerships into prevention activities; ● Working collaboratively with other collaboration prevention specialists across the state to leverage resources; and ● Working collaboratively with other members of the statewide SOR team to leverage resources. 			



Qualifications and Education Requirements

- Bachelor’s Degree in a human services field (e.g., Addiction, Behavioral Sciences, Social Work, Psychology, Counseling, Public Health, Sociology, Education)
- Two years+ of experience working in a human services field
- Ability to apply for a Certified Prevention Specialist certification within two years of hire
- Possession of a valid driver’s license and access to reliable means of transportation for job-related use required

Special Requirements

- Proven ability to build relationships, trust and deepen connections with diverse people and groups;
- Demonstrated conflict resolution skills
- Demonstrated organizational skills;
- Strong verbal and written communication skills;
- Public speaking skills;
- Strong facilitation skills;
- Presentation preparation, talking points and report development;
- Ability to manage multiple tasks simultaneously;
- Ability to make self-initiated contact with multiple stakeholders;
- Ability to follow through on assignments with minimal oversight, and using planning and problem solving abilities.

Reviewed By:	VP of Children’s Services	Date:	02/08/2024
Approved By:	Human Resources	Date:	02/08/2024
Employee Signature:			
Last Updated By:	02/08/2024		