



Job Title:	Prevention Program Coordinator	FLSA:	Exempt
Department/Group:	Children Services	Reports To:	VP of Children Services
Location:	Maysville	Travel Required:	Frequent
Position Type:	Full-time		
HR Contact:	Mary Breeze	Date posted:	
Will Train Applicant(s):	Yes	Posting Expires:	-----
Job Description: Oversees and supervises the daily administrative activities of the prevention staff including recommends for hiring, firing, assigned tasks, monitoring, training, and evaluating staff projects and responsibilities.			
Applications Accepted By:			
Drop off at Comprehend Office 611 Forest Avenue Maysville KY, 41056		Email: mbreeze@comprehendinc.org	
Job Description			
Role and Responsibilities			
<ul style="list-style-type: none"> • Develops prevention philosophy, departmental budget, and goals in conjunction with Director of Children Services • Promotes the agency mission in all prevention activities, goals, and events. • Conducts community needs assessments and analyzes data to assist in the revision of prevention strategies • Develops and manages the prevention program budget • Pursues and prepares grant proposals for potential funding sources • Prepares and submits all written reports to assure contract compliance for state and federal funds • Determines the feasibility of new prevention activities and develops programs in support of the Comprehend, Inc. mission. • Attends and participates in state wide inter-agency meetings and events • Coordinates prevention staff professional training to insure compliance with contract requirements • Complete monthly data submission to the state • Provides coordination and oversight for interagency meetings and information fairs and participate in agency events • Complete monthly reports to the Director of Children Services for all prevention activities • Attend inter-organizational meetings as required by Director and disseminate information timely and accurately to prevention staff • Present as a positive representative of Comprehend, Inc. to the Buffalo Trace Region for prevention activities • Other duties may be required and assigned. 			
Qualifications and Education Requirements			
<ul style="list-style-type: none"> • Master's Degree in a behavioral health field with at least 5 years' experience in prevention, substance abuse or in the management of a community based health/education program preferred. A minimum of 3 years management or supervisory experience required. Prefer a Certified Prevention Professional (CPP). • May consider a Bachelor's degree with substantial experience 			
Special Requirements			
<ul style="list-style-type: none"> • Valid driver's license and ability to attend meetings in and out of state. 			



Reviewed By:	VP of Children Services	Date:	03/16/2017
Approved By:	Human Resource	Date:	03/16/2017
Employee Signature:			
Last Updated By:	03/16/2017		