

. A. Primary Purpose of Organizational Unit:

The Madison County Health Department is dedicated to the purpose of disease prevention and health promotion for all Madison County residents. Employees assist clients in achieving the highest physical, mental, and social well-being through a variety of health department programs, which range from child health to adult health and behavioral, nutritional and dental services.

B. Primary Purpose of Position:

The Youth Coordinator is responsible for the coordination and management of youth-focused coalition efforts and the implementation of environmental and individual strategies to achieve the coalition's mission to build capacity and reduce youth substance use. This individual will work closely with the MSAC Program Director and the Leadership Team to develop and coordinate programs with partner organizations. This individual will work effectively with youth and all community sectors and possess the ability to perform duties as an educator, resource and coordinator of the Teen Task Force. This individual will be responsible for all logistical issues in carrying out the coalition efforts as well as other duties as assigned.

C. Work Schedule

Monday – Friday between the hours of 8:00 am and 5:00 pm. Occasional evening and weekend hours to attend meetings, outreach and educational events, and implement strategies as outlined in the action plan.

II. A. DESCRIPTION OF RESPONSIBILITIES AND DUTIES: Method Used:

- Lead recruitment and development efforts of the Teen Task Force, providing guidance and coordination to the student members.
- Work with the Projector Director to assess needs, plans, and carry out strategies as outline in the 12-month action plan, including educational student programs and events.
- Coordinate and conduct training and skill building opportunities for student members.
- Develop relationships with local program directors and community agencies to foster and develop a pool of alternate resources and avoid replication of service.
- Work with Program Director and Leadership Team to track progress to ensure compliance, appropriate and efficient use of resources and provide outcome related reports to ensure progress is made to reduce youth substance abuse and increase the capacity of the coalition.
- Other duties as assigned by the Program Director

B. OTHER POSITION CHARACTERISTICS:

1. Accuracy Required in Work:

A high degree of accuracy is necessary assure accurate information is reported as outline in the action plan.

2. Consequence of Error:

Error could jeopardize the continuation of funding. Errors must be kept to a minimum with immediate corrective action when one occurs.

3. Instructions Provided to Employee:

The Youth Coordinator receives instructions from a variety of sources, such as the Program Director and Deputy Health Director to name a few. Individual in this position must be able to aggregate instructions and assure all criteria is considered and satisfied.

4. Guides, Regulations, Policies and References Used by Employee:

The Youth Coordinator must utilize skills in interpreting information from appropriate sources to fully understand the scope of the position and the deliverables as outlined in the action plan.

5. Supervision Received by Employee:

The Program Director of Madison Substance Awareness Coalition Supervises the Youth Coordinator.

6. Variety and Purpose of Personal Contacts:

- a) Employee must be able to collect and report data in an accurate and timely manner.
- b) Employee is expected to participate in program planning and implementation.
- c) Employee will participate in program review.
- d) Employee must understand work processes are related systems.
- e) Public contact must be pleasant and helpful whether made by telephone or in person.
- f) Interpersonal relations with clients and staff are very important.
- g) Must be a team player yet able to work independently.
- h) Must possess high energy and an outgoing personality
- i) Employee must keep abreast of any guidelines or regulations, which impact the deliverables.
- j) Work priorities may change without prior notification.
- k) Employee must be able to make independent judgments with immediate supervision and higher-level staff available for consultation.
- l) Must have good communication and problem solving skills.
- m) Must be a positive role model exemplifying the spirit of a Drug Free Community program, this includes no use of any tobacco and e-cigarette products.

7. Physical Effort:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. While performing the duties of this position it is regularly required to sit and write, to operate a computer and printer, fax machine, photocopier, calculator and use telephone communication devices. The employee must be able to stand for long periods of time in a classroom setting or community setting. The employee must be able to sit and drive a car to transport him/herself to meetings, events, classes and trainings, including out-of-state conferences. Must be able to walk around the office, up and down stairs, and be able to do moderate lifting to set up and tear down community outreach events.

8. Work Environment and Conditions:

The primary location of this position is an office environment and classroom setting. However, the responsibilities may require meetings, conferences, trainings, etc., that necessitate an individual to be in various public places in the community, state and out-of-state.

9. Machines, Tools, Instruments, Equipment, and Materials Used:

Copiers, calculator, personal computer, telephone, projector, camera, etc.

10. Visual Attention, Mental Concentration, and Manipulative Skills:

Must be able to assume a wide range of responsibilities, to work with staff who vary in their work styles, and to work under pressure. Willingness to work irregular/extra hours, evenings, weekends, and travel in or out of state as necessary. Provide timely response to requests and deadlines. Receive, process, and provide visual, verbal, and written information

11. Safety for Others:

MCHD promotes a safe work environment. Employees must follow all safety policies and procedures to ensure an accident-free and drug-free workplace.

12. Dynamics of Work:

An ability to cooperate with co-workers. An ability to relate well with youth, parents, teachers, coalition partners, providers, and the community at large. An ability to follow health department policies and procedures.

13. Confidentiality:

MCHD employees may have access to or be required, as part of the duties of this job, to view, use, and/or be aware of certain protected health information or other facts about individuals that are of a highly personal and confidential nature. Employees must follow and adhere to all HIPAA and MCHD corporate confidentiality and privacy policies and practices. Employees may also be required to follow additional confidentiality policies or practices required by certain programs or business units.

III. A. KNOWLEDGES, SKILLS, & ABILITIES:

Thorough knowledge of office administration techniques; ability to practice effective communication techniques both orally and in writing including ability to coordinate a variety of resources in gathering information and dissemination results; Considerable knowledge of youth leadership and empowerment skills; Ability to develop and implement projects, resolve problems and answer questions per programmatic guidelines; Ability to establish and maintain effective working relationships with associates, officials, and the general public; Skill in organizing work flow and coordinating activities.

1. Required Minimum Training:

Completion of high school or equivalent and completion of a four-year program in a college or university with major emphasis on coursework in sociology/human services, youth leadership, psychology, social work or related field and a minimum of 2 years experience working directly with youth 6th-12th grade in a leadership and administrative capacity; or completion of a two-year program in a college or university preferably with major emphasis on coursework in sociology/human services, youth leadership, psychology, social work or related field and a minimum of 4 years experience working directly with youth 6th-12th grade in a leadership and administrative capacity.

2. Additional Training/Experience:

Candidate must have excellent interpersonal and communication skills, both oral and written.
Candidate must have excellent computer skills and be competent in Microsoft Office products.
Candidate must have a valid driver's license.
Basic youth leadership, empowerment and prevention knowledge and understanding.