

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: CLASSIFIED

CLASSIFICATION: EDUCATIONAL SERVICES

JOB TITLE: PREVENTION SERVICES COORDINATOR

BASIC FUNCTION:

Under the general supervision of the Prevention Services Supervisor or designee, the Prevention Services Coordinator acts as a liaison between school districts, social workers, probation, tobacco and drug use prevention services, parents/guardians and educational agencies to ensure that students are provided with equitable resources, prevention services, and supplemental support.

REPRESENTATIVE DUTIES:

Implements County Office and administrative policies, rules, regulations and directives. **E**

Provides technical assistance regarding community resources, promoting partnerships and linkages with agencies that support these educational and prevention programs. **E**

Maintains strict confidentiality of student information and records. **E**

Participates in regular meetings with school district liaisons. **E**

Collaborates with public agencies and the community to enhance prevention services. **E**

Generates prevention newsletters for schools and community network. **E**

Secures and disseminates appropriate program materials and resources. **E**

Coordinates the Caring Youth Counts Awards. **E**

Supports with conducting home visits. **E**

Participates in the local Executive Advisory Council to regularly review the Foster Youth Services Coordinating Plan of which the Prevention Services Coordinator will be a permanent member. **E**

Provides academic support, advocacy and service coordination for eligible foster and homeless youth as appropriate, working with individual youth from preschool through high school. **E**

Maintains a daily log relating to specific activities/visits with each student. Collaborates with schools to ensure consistent school attendance by student. **E**

Refers students to mentoring, tutoring, and counseling as needed. **E**

Supports Parent Education programs on the importance of talking with their children about drug use. **E**

Participates in the community tobacco prevention coalition board and/or attend the coalition meetings. **E**

Supports in the planning, implementation, and evaluation of evidenced-based strategies to prevent youth initiation to all forms of tobacco use. **E**

Plans, coordinates, and implements youth development activities based on tobacco education (SWAT, SWAT 2.0, Through with Chew, quit kits dispersal). **E**

Provides prevention education utilizing Brief Intervention Program (BIP). **E**

Supports Red Ribbon Week activities in schools. **E**

Collaborates with Public Health Agencies to deliver tobacco education to schools. **E**

Implements and analyzes the Healthy Kids Surveys data and report to schools. **E**

Assists in working with districts and schools to ensure appropriate placement of students into schools. **E**

Assists in the planning and organization of meetings among staff involved in foster and homeless youth services. **E**

Assists with training and workshops in areas of responsibility. **E**

Maintains knowledge of current laws and regulations pertaining to education and foster and homeless youth. **E**

Tobacco Law Enforcement Grant Program (TLEGP)

Prepare and coordinate the development of the quarterly expenditure reports. **E**

Maintain compliance with and ensure the conditions set forth within the Department of Justice (DOJ) Grant Handbook are monitored. **E**

Monitor receipt of monthly invoices from contracted services. Receive, review and process invoices needed to complete quarterly progress reports. **E**

Prepare and initiate budget revisions. Maintain the annual budget. **E**

Create and maintain files that contain the final executed Memorandum of Understanding (MOU), completed government TIN form, grantee workbook, grantee handbook. **E**

Identify problem tobacco retailers using Young Adult Tobacco Purchase Survey and create educational materials to conduct annual retailer education classes that focus on decreasing sales of tobacco to minors. **E**

Establish and maintain policy and procedures for safe storage and/or disposal of confiscated tobacco, nicotine, vape, and other paraphernalia for each Local Education Agency (LEA). **E**

Provide training on tobacco-related issues for School Resource Officers(SRO) .**E**

Maintain and monitor SRO intervention interactions at each school site. **E**

Establish school site assignment and schedule for SRO. **E**

Participate in the review and approval of job-related school district and County Office applications. **E**

Assist school districts and County Office of Education schools in the resolution of program non-compliance findings during Federal Program Monitoring (FPM). **E**

Tobacco-Use Prevention Education (TUPE)

Assist LEAs in the development of procedures and processes to prohibit the use of all tobacco products on LEA property. This includes, where applicable, assessing tobacco-free policies and assisting LEAs in revising policies to address the prohibition of electronic cigarettes. **E**

Assist LEAs in developing capacity to apply for TUPE funds through the grant application process. This includes determining the LEAs' Tobacco-Free Certification status, and offering related assistance. **E**

Review grant progress reports and the TUPE Annual Reports for each TUPE grantee in the county. **E**

Conduct Parent Education programs on the importance of talking with their children about tobacco use. **E**

Plan, implement, and evaluate evidenced-based curriculum to prevent youth initiation to all forms of tobacco use. **E**

Plan, coordinate, and implement youth development activities. **E**

Coordinate the biennial administration of the California Healthy Kids Survey (CHKS) by LEAs on a countywide basis and ensure that CHKS data is shared broadly with the local community. **E**

Support the consortium members if selected to participate in the CSTS administered by the CDPH, and the Evaluation of TUPE Programs in California conducted through the UCOP, TRDRP. **E**

Build/maintain partnerships and collaborate with county health department tobacco control programs, county alcohol and drug programs, county mental health programs, and other community prevention and intervention initiatives. This includes participation in the Tobacco Control Coalition of the County Health Department. **E**

Provides prevention education utilizing Brief Intervention Program (BIP). **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Appropriate codes, laws and Federal and State regulations related to assigned programs
Grant proposal development procedures
Planning, organizing, directing and coordinating assigned school programs
Detailed budget (i.e. preparation, revisions, journaling, and encumbrances)
Modern office practices, procedures and equipment
Oral and written communication skills
Interpersonal skills using tact, patience and courtesy
Correct English usage, grammar, spelling, punctuation and vocabulary

ABILITY TO:

Administer the funding for grants according to established procedures and intent
Conduct in-service training sessions and workshops
Develop and plan effective strategies for programs
Communicate effectively both orally and in writing
Read, interpret apply and explain rules, regulations, policies and procedures

- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Work independently with little direction
- Plan and organize work
- Prepare comprehensive narrative and statistical reports
- Maintain a variety of reports and files related to assigned programs
- Operate a computer terminal to enter data, maintain records and generate reports
- Lift and carry objects weighing up to 25 pounds
- Operate a variety of office equipment to perform assigned duties
- Operate a vehicle to conduct work (use of personal vehicle may be required)

EDUCATION AND EXPERIENCE:

Associate's Degree in Education, Health or related field; Bachelor's Degree preferred. Two years increasingly responsible experience in various school-related programs preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license with evidence of insurability
- Bilingual (English/Spanish) preferred

WORKING CONDITIONS

ENVIRONMENT:

- Office, schools, agencies
- Constant interruptions

PHYSICAL ABILITIES:

- Dexterity of hands and fingers to operate a computer keyboard and standard office equipment
- Sitting or standing for extended periods of time
- Bending at waist, kneeling, or squatting
- Reaching overhead, above the shoulders and horizontally to retrieve and store supplies and files
- Hearing and speaking to exchange information on the telephone or in person
- Seeing to review, distribute and type materials
- Seeing to monitor program activities and operations
- Lifting, pushing, pulling and carrying objects weighing up to 25 pounds
- Driving a vehicle to conduct work

HAZARDS:

- Potential for contact with blood-borne pathogens and communicable diseases

Employee Group: Classified - Unrepresented

FLSA Status: Non-Exempt

Salary Schedule: 735

Approval Date: December 2022