PROGRAM DIRECTOR

Definition

To provide professional, administrative and technical duties for the Town of Dedham’s community coalition to prevent youth substance use, Dedham Coalition for Drug and Alcohol Awareness (DCFDAA), and all other work as required.

# Supervision

Works under the general direction of the Health Department Director coordinating the daily operation of the Drug Free Community Grant in accordance with guidelines of the grant.

# Supervisory Responsibilities

Supervises one part-time employee.

# Work Environment

Some work is performed under typical office conditions; the employee operates an automobile, hand tools, medical equipment and standard office equipment.

The employee has constant contact with the general public, external agencies and coalitions. Contract is by telephone, email, in writing and in person.

The employee has access to department-related confidential information.

Errors could result in delay or loss of service, damage to property, adverse public relations, and could have legal and/or financial implications.

# Essential Duties and Responsibilities

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Position functions as a part of overall municipal team to ensure effective and efficient municipal operations.*

* Oversees day to day operations of the coalition involving all activities, meetings, trainings, presentations, youth and parent surveys and evaluation assessments.
* The Program Director will facilitate coalition communication, data collection, research, and the distribution of materials to the community via media outlets and other engagement opportunities.
* Coordinates daily grant compliance activities, reporting programmatic and financial requirements. Writes and submit annual Continuation grants.
* Serves as lead in identifying and evaluate existing policies within the community that address youth access to alcohol, tobacco and other drugs (ATOD)
* Collaborates with coalition members and related agencies for ongoing assessment and evaluation of processes and initiatives.
* Coordinates trainings, events and provides support to coalition infrastructure.
* Attends trainings to keep abreast of local and national trends surrounding substance abuse prevention and Public Health policies.

Performs other similar or related duties, as required or as situation dictates.

**Recommended Minimum Qualifications**

**Education and Experience**

Bachelor’s Degree and/or Master’s Degree in Social Work or Public Health

Three years of experience in human service or public health or

Comparable private sector work; or

Any equivalent combination of education and experience.

**Knowledge, Ability, and Skill**

Knowledge of evidences based substance abuse prevention strategies.

Experience working on community partnerships with diverse populations, youth development, community Public Health and substance abuse prevention.

Working knowledge of grant writing, budget preparation and grant management and reporting.

Experience in examining and applying research and science including knowledge of surveys and data collection

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

Salary $63,000.00 DFC Hours FTE: 1.0