

Bernalillo County Community Health Council
JOB DESCRIPTION: Program Specialist - PREVENTION

Reports To: BCCHC Executive Director

Position Purpose - Generic: To provide programmatic support to one or more BCCHC programs or collective impact initiatives, involving significant facilitation of collaborative efforts, including coordination of committees/task forces made up of volunteer community members.

Position Purpose - Specific: To provide programmatic support and coordination of the needs assessment, planning and implementation of prevention activities within the Bernalillo County Opioid Accountability Initiative.

Key Responsibilities include, but are not limited to, the following:

1. PROGRAM DEVELOPMENT

A. Generic responsibilities:

- Develop and maintain programs and collective impact initiatives in alignment with BCCHC priorities and strategic plan, as assigned.
- Oversee implementation of grants and contracts received for assigned program activities in accordance with funding and reporting requirements.
- Contribute to process of regular updating of Community Health Profile and related assessment documents relevant to assigned programs/initiatives.

B. Specific responsibilities:

- **Coordinate the ongoing needs assessment, capacity planning and strategic planning for opioid overdose prevention activities in Bernalillo County, using SAMHSA's Strategic Prevention Framework.**
- Coordinate the work of the Prevention Strategy Group as part of the Bernalillo County Opioid Accountability Initiative, collaborating with committee chairs to facilitate work of multiple Action Teams in the following areas: home visiting, middle school/high school prevention programs, promotion of prescribing guidelines and others as appropriate.
- Meet regularly with Initiative co-chairs and support them in activities/meetings set up with individuals outside of regular meeting schedule.
- Implement and document activities outlined by scopes of work and memoranda of agreement, assisting with writing and submitting reports as deliverables to funders as required.
- Communicate and collaborate with relevant administrative and programmatic leadership in organizations/institutions that fund this initiative.

2. LOGISTICAL SUPPORT FOR PROGRAMS

A. Generic responsibilities:

- Develop agendas for programmatic committee/team meetings in conjunction with chairs or other appropriate leadership.
- Monitor programmatic budgets relevant to assigned initiatives, assuring compliance with funding regulations and budgetary guidelines.
- Contribute relevant information and data for grant proposals as needed.
- Orient and support volunteer committee members or volunteer staff/interns.
- Work with administrative assistant to oversee scheduling of meeting rooms, arranging supplies/handouts for meetings, and assuring appropriate room set-up, as well as overseeing set-up of conference calls and logistical arrangements for virtual meetings.
- Assure accurate communications to BCCHC and associated initiative members about meeting times, places and meeting preparation.
- Assure adequate minutes of all meetings are taken, including documentation of attendance, and dissemination as appropriate.

B. Specific responsibilities:

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- Assist in facilitation of Prevention Strategy Group in planning and implementation of prevention activities, including public summits, forums, action labs or other gatherings.
- With support from BCCHC administrative assistant, manage logistics for any such gatherings.

3. COMMUNICATION AND COMMUNITY OUTREACH SUPPORT:

A. Generic responsibilities:

- Contribute to BCCHC communications contact ongoing updates, articles and other information appropriate for newsletters, website and social media to inform the public about initiative activities.
- Assure internal communication mechanisms are effectively connecting and informing all members of activities of assigned initiatives or programs.

4. OTHER DUTIES AS ASSIGNED

Required Knowledge and Skills

- Commitment to identifying and eliminating socioeconomic, racial/ethnic and geographic inequities that lead to disparate health outcomes in Bernalillo County.
- Commitment to and understanding of public health approaches and community health improvement through collaborative action.
- Proven coordination and organizational skills, including ability to track multiple details; collect, understand, and manage data; and set up systems to maintain data and information.
- Excellent written and oral communication skills.
- Strong personal interaction skills, leadership skills and commitment to working as part of a team.
- Strong computer skills with solid working knowledge of MS Word, Outlook, Excel, and PowerPoint.

Preferred Knowledge and Skills

- Trained as Certified Prevention Specialist.
- Experience performing needs assessments and facilitating strategic planning based on SAMHSA's Strategic Prevention Framework.
- Strong understanding of the field of substance abuse prevention and treatment, with experience in facilitation of collaborative efforts, beyond direct service provision.
- Commitment to reducing opioid overdose deaths through prevention, harm reduction and a full continuum of treatment options.
- Commitment to improving the systems for preventing and treating addictions in Bernalillo County.
- Knowledge of current organizations, institutions and individuals working in the field of substance use disorders in Bernalillo County.
- Ability to speak, read and write in Spanish preferred, but not required.
- Fluency with social media and web technology preferred, but not required.

Background

- Minimum: Bachelor's degree in a relevant field with 2 years previous experience in public health or community health-related field, including behavioral health with a focus on substance use prevention.
- Preferred: Master's degree and 3 years previous experience in public health or community health-related field, including behavioral health with a focus on substance use prevention.

Compensation & Benefits

- \$25/hour
- Vacation/sick leave/holiday time off (healthcare benefits pending)