

**TOWN OF MIDDLETOWN, RI
POSITION DESCRIPTION**

TITLE: SPFSIG Grant Coordinator

DEPARTMENT: Substance Abuse Prevention

REPORTS TO: MSAPTF Coordinator/ SPF SIG Manager

CLASSIFICATION: Part-Time/Non-classified

POSITION SUMMARY:

The SPF SIG Grant Coordinator is responsible for the overall coordination of the SPF SIG (Strategic Planning Framework State Incentive Grant). The Coordinator will coordinate SAMHSA's Strategic Planning Framework for the Town of Middletown in conjunction with the MSAPTF to reduce the State priority consumption pattern of underage drinking. This position requires knowledge of substance abuse prevention strategies and strong leadership skills. The SPF SIG Coordinator works under the direction of and reports to the MSAPTF Coordinator/SPF SIG Manager.

I ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Directs the coordination of the SPF SIG grant for the MSAPTF.
2. Familiarizes oneself with SAMHSA's Strategic Planning Framework model in order to lead this process.
3. Coordinates the capacity building efforts associated with this five step SPF data driven planning process.
4. Coordinates the implementation of evidence-based programs, practices and policies to reduce consumption patterns as identified above.
5. Mobilizes and/or builds community readiness regarding the risks of underage drinking through a media campaign and partnerships with key community stakeholders.
6. Works closely with the evaluator chosen to evaluate the overall process.
7. Maintains on-going communication with the RI's Department of Health & Human Services (the funding source) and the Department of Mental Health Retardation & Hospital's Department of Behavioral Health.
8. Attends all statewide sub-recipient meetings, MSAPTF meetings and all other related meetings as deemed necessary by the Coordinator/Manager.
9. Presents a monthly report to the MSAPTF at monthly meetings.
10. Collaborates effectively with all sectors of the community, the task force and the State to accomplish a successful plan, meet objectives and develop relationships in the community.
11. Maintains all the necessary CLI data collection and entry responsibilities as well as the required State and local data collection.
12. Develops an infrastructure to maintain and sustain the evidence-based programs, practices and policies or replace those that fail within the community.
13. Maintains all SPF SIG records in organized files.
14. Works with the media coordinator or marketing agency on the two pronged media campaign initiative associated with the project.
15. Performs other related duties/responsibilities as assigned.

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II NECESSARY SKILLS, KNOWLEDGE AND ABILITIES

1. Knowledge of substance abuse prevention strategies. Understanding of evidence-based substance abuse prevention programs helpful.
2. Ability to follow a planning model and coordinate a comprehensive local strategic plan.
3. Coordinate the implementation of evidence-based programs, practices and policies.
4. Ability to lead and work effectively with a collaborative team.
5. Oral communication and written skills
6. Organizational skills
7. Maintenance of records

III MINIMUM REQUIREMENTS:

1. Must possess a Bachelor's Degree, Master's Degree preferred, with three years of experience in human services or substance abuse prevention, or an equivalent combination of education and experience.
2. Must participate in annual continuing education as directed by the Coordinator/Manager.
3. Must possess computer skills in order to perform Internet research, database management, accounting, reporting and correspondence.
4. Must have flexibility with work hours to accommodate weekend and/or evening work requirements.
5. Must successfully pass a background investigation.
6. Middletown resident preferred

IV PHYSICAL DEMANDS:

1. While performing the duties of this job, the employee may be required to sit, stand, walk, talk or hear, use hands to finger, handle or operate objects, tools or controls, and reach with hands and arms.
2. Specific vision abilities required by this job may include close vision and the ability to adjust focus.
3. The noise level in the work environment is usually moderate.

V EQUIPMENT USED:

1. Personal computer, calculator, copy machine, digital camera, telephone, printer and fax machine.