

UNION COUNTY

Job Description

JOB TITLE: CARA Grant Coordinator

DEPARTMENT: Safe Communities Coalition

APPROVED BY: Administrative Officer

DATE: January 14, 2022

General Statement of Duties: Responsible for initiating, planning, organizing, leading and implementing projects, programs and activities to achieve the mission of the Comprehensive Addiction and Recovery Grant (CARA) as established by the Union County Safe Communities Coalition (UCSCC) with a primary focus on preventing youth use of Opioids and Prescription Drugs. Supports CARA prevention efforts.

Examples of Essential Functions:

1. **Partnership Development:** Works with UCSCC members to set CARA program goals and objectives. Develops, maintains, monitors and strengthens local coalition efforts around reducing Opioid and Prescription use.
2. **Project Supports:** Provides leadership in development of partnerships with state, local community sectors: scheduling meetings, providing information, coordinating local CARA trainings. Implements local CARA Work Plan.
3. **Project Management:** Implements and manages projects including evaluation, monitoring budgets, and reporting requirements to ensure expected agreed-upon outcomes are met in local community as well as state and federal reporting requirements.
4. **Resource Development:** Under the direction of the UCSCC Executive Committee, researches, applies for grants to support coalition prevention programs. Helps identify appropriate community partners and staff involvement, convenes and facilitates meetings, develops necessary proposals. Coordinates appropriate activities as directed by the CARA Work Plan.
5. **Community Building:** Coordinates, develops, implements education and public awareness activities to engage the county. Provides leadership and supports around CARA efforts by acting as a conduit for coalitions and community groups to join local efforts.

JOB QUALIFICATION REQUIREMENTS:

Education and Experience: Bachelor's Degree from an accredited institution in Social Service or related field, experience as a program administrator and two years of relevant experience in alcohol and drug prevention work, or any satisfactory combination of education, experience and training which demonstrates the knowledge, abilities and skills to perform the essential functions of the position.

Knowledge of: Principles of substance abuse prevention, coalition building, planning, community development, systems development, program evaluation and community organization. Human service delivery as it relates to children, youth and families, federal, state and local regulations relating to fiscal and social services along with community resources and programs.

Ability To: Establish and maintain records, reports, statistical data, effectively coordinate a variety of established policies and procedures, establish new policies when applicable, use initiative and judgment in completing tasks and responsibilities. Involve individuals and community partners and community at large to achieve CARA objectives.

Skill In: Facilitation, convening, network building, resource development, managing performance measurement systems, leadership, public speaking skills and the ability to communicate verbally and in writing with a wide variety of people. Gathering, assembling, analyzing and disbursing data for system planning and development. Monitoring fiscal record keeping and overseeing contracts for compliance.

PHYSICAL DEMANDS OF POSITION

This position requires the ability to frequently sit, stand, communicate, reach and manipulate objects such as telephone, computer keyboard, mouse; the ability to operate a motorized vehicle. Duties involve moving materials weighing up to 10 pounds on a regular basis, and up to 40 pounds on an infrequent basis. Manual dexterity and coordination are required while operating such equipment as computer keyboards and motorized vehicles.

WORK CONDITIONS

Work conditions include normal office settings, indoor and outdoor environments including travel to and from the office. Some local and regional travel is required. Must be able to work some evenings and weekends.

SUPERVISORY RESPONSIBILITIES

None.

SUPERVISION RECEIVED

Works under the general supervision of the Union County Administrative Officer and the policy direction of the Executive Committee of the Union County Safe Communities Coalition.

SUMMARY STATEMENT

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREE ASSIGNED TO THIS JOB. UNION COUNTY RESERVES THE RIGHT TO REVISE THE DOCUMENT AS THE NEED ARISES.