

Northeast Florida Healthy Start Coalition

Job Description



Job title: Azalea Prevention Director

Work Location: 157 East 8th Street Suite 119 Jacksonville, FL 32206

Division/Department: Federal programs / Azalea Project: Azalea Prevention

Reports to: Director of Federal Programs

Full-time

Part-time

Exempt

Nonexempt

Essential Duties and Responsibilities:

- The prevention director is responsible for the planning, coordination, implementation and evaluation of Azalea Project primary prevention education activities targeting community health consumers and healthcare providers in five counties in Northeast Florida (Baker, Clay, Duval, Nassau and St. Johns) to reduce the number of babies born exposed to prescription opioids, heroin, fentanyl and other substances.
- This is a new three year federal grant and the prevention director will be responsible, under the guidance of the director of federal programs, for the start-up and continuation of the federal grant activities and initiatives.

Specific Activities includes:

- Community Outreach and Partnerships (25%)
 - Serve as champion for promoting the Azalea Project within the programs of the Northeast Florida Healthy Start Coalition (the Coalition) and other community agencies
 - Facilitate presentations and meetings in the community to develop community partnerships with other organizations to build project capacity
 - Serve as the point of contact and provide specialized agency support for all partner agencies providing prevention education activities to ensure compliance with contract deliverables
 - Provide guidance and leadership for the Substance-exposed Newborn Task Force and its five county-specific workgroups to ensure action plan deliverables are met
 - Connect with county specific drug prevention coalitions, teams and boards for alignment and expansion of program activities
 - Strategize and implement ways to recruit participants from the both target populations (health consumers and healthcare providers) in five counties
- Health Education (40%)
 - Develop primary prevention curricula for both target audiences to meet grant objectives on topics that include substance use, misuse, abuse; SBIRT screening; stigma; signs of addiction; naloxone; proper storage and disposal; best prescribing practices; alternative pain management tools; etc.
 - Facilitate workshops with healthcare providers, including OB/GYNs, primary care physicians, pediatricians, case managers, home visitors, etc.
 - Facilitate workshops with healthcare consumers, including members of faith-based organizations, victims of domestic violence, high-risks youth, college students, etc.
 - Document all workshops with sign in-sheets, pre and post test surveys, etc. according to data collection and evaluation protocols

- Collaborate with the marketing and development department to develop promotional and educational materials to promote program in community to participants, partners and funders
- Federal Grant Management (10%)
 - Ensure all project benchmarks and targets are achieved
 - Participate in Federal Grantee initiatives as requested and / or required
 - Complete required reports and participate in technical assistance activities and meetings of the funding agency
 - Complete grant management and other agency paperwork as directed by organization leadership
- Program Evaluation (10%)
 - Oversee quality assurance and data collection activities in collaboration with project evaluation team
 - Support evaluation plan, including data collection, tracking system, analysis of data and dissemination of results as directed
- Volunteer Management (10%)
 - Recruit, train and supervise interns, volunteers and students who will help expand the capacity of the project
 - Accountable for consistently administering and implementing the Coalition policies and procedures
- Administrative and other duties (5%)
 - Support all Azalea Project initiatives implemented by the Coalition
 - Attend meeting and training as required by the department and agency
 - Maintains confidentiality of all information related to the program
 - Perform all other duties assigned

Education and/or Work Experience Requirements

- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external clients
- Excellent computer proficiency (MS Office – Word, Excel and Outlook)
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- Knowledge of community resources and connection
- Knowledge of health and human service providers
- Knowledge of behavior change concepts, the learning process and learner types
- Ability to work flexible traditional and non traditional hours
- Ability to establish and maintain effective working relationships with Coalition partner agency staff and the general public
- Ability to work effectively with agency staff, community, contract service providers, and funding agency
- Experience developing and facilitating prevention education curricula to diverse audiences
- Experience with webinar platforms, conference calls and other technology for communication
- Some experience creating reports preferred
- Professional appearance and demeanor
- Strong customer service and interpersonal skills
- High degree of ability to maintain confidential information
- Requires reliable transportation, valid driver's license, good driving record and automobile insurance
- Requires regular travel to Baker, Clay, Duval, Nassau, and St. Johns counties

Education

- BS or BA in a public health, social work, human service, health service, early childhood or similar field
- Master's degree in related field preferred, not required

Additional Eligibility Qualification

- May substitute eight or more years of substance-related community work and at least two years of management experience for degree

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards
- Must be able to talk, listen and speak clearly on telephone
- Must be able to travel to client locations
- The employee is frequently required to stand, walk, reach, bend, use hands to finger, handle or feel object, and reach with hands and arms
- The employee occasionally sits in front of the computer
- Ability to perform medium heavy physical work, exerting up to 50 pounds of force on occasion, up to 20-30 pounds frequently, and up to 5-10 pounds constantly, performing such activities as stooping, kneeling, crouching, reaching standing, walking, pushing, pulling, lifting and grasping, including some repetitive motion

Print Employee Name:**Employee Signature:****Date:****Manager Signature:****Date:**