Position Description

**Classification Title:** Dissemination and Implementation Officer – Prevention Services

**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Exemption Type:** Administrative

**Civil Service Status:** Unclassified 124.11 [A] 18

**Reports To:** Community Services Director

**Supervises:** None

**POSITION SUMMARY**

The Dissemination and Implementation (DI) Officer is responsible for ensuring evidence-based prevention practices, interventions and policy are effectively translated and used in real world settings like schools, communities and other collaborative partnerships. Coordinates prevention program development, funding and evaluation of Board-funded Prevention programs. Monitors the impact of services via audits, analysis of data, and review of reports submitted by contracted prevention agencies. The DI Officer develops and manages community based trainings including recruitment, implementation and evaluation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for persons covered by the Americans with Disabilities Act, in accordance with its requirements.

- Provides guidance for partners to utilize evidence based prevention frameworks to plan, implement and evaluate culturally competent and sustainable programs, practices and policies.
- Works with partners to regularly assess student, adult and community risk and protective factors, substance use, mental health and health status. Translates findings into updated logic models and development of action plans.
- Provides leadership and supports local community based prevention coalitions inclusive of behavioral health initiatives throughout Lorain County.
- Collects and effectively disseminates research resources including data, tools, statistics, funding announcements and other publications.
- Leads professional, para-professional and grass roots training opportunities inclusive of Board driven trainings.
- Serves as Board’s lead on Prevention.
- Represents Board on local, regional and statewide Prevention partnerships and coalitions.
- Facilitate Board-led action team meetings with a focus on using data to drive interventions
- Engages stakeholders to assist in strategy development to meet goals, and ultimately improve
- Assists schools, medical providers, public partners, contract providers, advocacy and community groups and other service providers to utilize process improvement for development and implementation of prevention programs, practices and policies.

**BEHAVIORS & CHARACTERISTICS**

- **Innovative Thinking** - Must be able to prioritize, think through and address issues that may impact
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ability to successfully deliver to all stakeholders.

- **Professionalism and Composure** – Able to project a professional, composed demeanor in all situations especially during stressful times, in a way that builds harmony and promotes relationships among all team members and stakeholders.

- **Interpersonal and communication skills** - Able to communicate effectively with a wide variety of people, including clients, employees, external providers and the public with an emphasis on rapport-building, listening and questioning skills. Expresses ideas and opinions effectively and diplomatically.

- **Flexibility** - Available to assist and troubleshoot issues for stakeholders and others needing assistance, sometimes when working past normal operating hours. Remains composed when interruptions or delays in requested responses occur. Ability to adapt to new and changing information and environments.

- **Team player** - Able to handle multiple tasks and work collaboratively with others to identify problems, resolve issues, and develop solutions.

- **Accountable** - Accepts personal responsibility for all areas of the position: keeps commitments and meets deadlines. Does not make excuses for work errors or problems, and can keep confidences and protect sensitive information. Able to manage multiple assignments well, prioritize and execute tasks under pressure.

- **Compliance** – Maintains compliance with all internal and external policies, procedures and regulations that affect MHARS including confidentiality of personal health and other information, recognizing that most information is subject to public records request.

**Physical Demands**

While performing the duties of this job, the employee frequently sits for extended periods of time, and occasionally stands and walks. The employee regularly exhibits digital dexterity when entering data into computer. Vision demands include close, relatively detailed vision when focusing on a computer screen. Employee converses verbally with others in person and by telephone. The employee occasionally lifts varying weights of up to twenty-five (25) pounds when moving files, boxes, equipment and supplies.

**Equipment Operated**

Computer, telephone, fax machine, copier and other general office equipment and automobile.

**Knowledge, Skills & Abilities**

**Knowledge of:** Strategic Prevention Framework (or Comprehensive Continuous Improvement Plan), Collective Impact model; logic model development, mental health, addiction prevention and early intervention program development, strategic planning and performance improvement; grant writing and funding sources; Models of community readiness, public policy and advocacy, public mental health, addiction and recovery system including federal and state regulatory requirements; proficient in MS Office and other job-related software and applications.

**Ability to:** work independently demonstrating initiative; develop and maintain effective working relationships; organize work projects and manage multiple tasks simultaneously; exhibit flexibility in work schedule and job assignments; maintain and promote good public relations; create and implement effective training programs; maintain confidentiality of non-public or sensitive information; coordinate multiple activities and tasks.

**Skills in:** verbal and written communication; basic facility with numbers as needed for budgeting, preparing written and operational reports; data analysis, operating standard office equipment; maintaining good public
relations; application of MS Office and other job related programs; general typing; collaborating with other agencies and coordinating services; networking with other agencies, organizations and businesses; conflict resolution; organizing and coordinating programs; grant writing. Prefer demonstrated expertise in SUD prevention and treatment program evaluation.

QUALIFICATIONS
Bachelor’s Degree (Master’s Degree preferred) in Social Work, Public Health, or Education, minimum of five years in administrative or supervisory capacity, Ohio Certified Prevention Consultant preferred.

LICENSE OR CERTIFICATION REQUIREMENTS
One of the following valid licenses: OCPC, LISW, LPCC, RN, Certified Chemical Dependency Counselor III, Certified Prevention Consultant or equivalent. State Motor Vehicle Operator’s License or demonstrable ability to gain access to worksite.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling the position, who will be required to follow instructions and perform any duties required by the employee’s supervisor or designee.

EMPLOYEE UNDERSTANDING & AGREEMENT
I UNDERSTAND AND WILL EFFECTIVELY PERFORM THE DUTIES AND REQUIREMENTS SPECIFIED IN THIS POSITION DESCRIPTION.

_________________________ ________________________
Employee Signature Date

Management Approval:

_________________________ ________________________
Executive Director Signature Date