

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	SENIOR PREVENTION SERVICES COORDINATOR
DEPARTMENT:	PUBLIC HEALTH
REPORTS TO:	VARIOUS

CLASS CODE: 49924
FLSA STATUS: E
DATE: 01/00

JOB SUMMARY AND DISTINGUISHING FEATURES:

Supervises staff and performs complex professional level functions involving the development, implementation and maintenance of various prevention programs, including: identifying needs; developing programs; developing policies and procedures; interfacing with various agencies; and overseeing the fiscal and administrative functions associated with programs.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: assisting in interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Plans, organizes, assigns, reviews, and controls work production and activities, to include procedures, allocation of resources, problem resolution, and training of employees.

Oversees the development, implementation and/or administration of programs and/or services, including: enrolling clients; coordinating and scheduling presentations; recruiting volunteers and program providers; facilitating various groups; collecting data; receiving and disseminating program information and direction; conducting training sessions; instructing participants in the use of safety equipment; creating and/or ordering educational materials, flyers, posters, press releases, etc.; making program presentations in schools; distributing and explaining information; advertising program services; creating and maintaining library or materials; maintaining and compiling program data, certification information and statistics; resolving problems; reporting applicable information to the State; attending project-related meetings and meetings with community groups; taking meeting minutes.

Develops policies and procedures applicable to program administration.

Oversees the preparation and monitoring of program budget, work plans and other administrative and fiscal functions, including: determining goals and objectives; reviewing and analyzing project budgets; correcting errors; reviewing billing statements and authorizing payments.

Ensures and maintains the confidentiality of health information on clients; audits records to ensure program compliance and quality of care.

Writes grants by researching funding opportunities; maintains contact with funding agencies and implements grants.

Prepares and manages contracts and MOUs.

Coordinates the production of newsletter(s).

Provides testing services.

Ensures and maintains the confidentiality of health information of participants.

Develops, monitors and revises memorandums of understanding with various programs.

Coordinates presentations.

Conducts HIV outreach testing at various locations.

Receives, opens, reads, routes and/or responds to correspondence.

Participates in staff and professional meetings to discuss progress and conduct program planning; assists in the provision of

staff development and training.

Serves as liaison and consultant with legal system, other agencies, schools, organizations, parents, etc. on issues concerning programs.

Prepares complex, routine and non-routine reports as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; creates forms; and relays and interprets administrative decisions, policies and instructions.

Makes presentations to agencies/organizations regarding programs offered.

Informs supervisor of unusual circumstances/issues concerning cases.

Monitors productivity/work flow and resolves problems to ensure deadlines are met.

Maintains and upgrades knowledge, skills, and development by attending seminars, meetings and training programs and reading trade and professional journals and publications.

Researches and corrects errors.

Enters and retrieves information into a computer terminal; uses the computer system to retrieve a variety of daily, monthly and yearly reports.

Disseminates a variety of information to various agencies, divisions, or departments via telephone, employee meetings, mail or fax.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment	Computer
<p>1. <u>General Office Equipment</u></p> <p>2. <u>Computer</u></p>	<p>1. <u>General Office Equipment</u></p> <p>2. <u>Computer</u></p>

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four year college or university in Public Health, Social Science or related field; and,

Two to three years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Administration of staff and activities, either directly or through subordinate supervision.

Public health prevention and education services administration.

Fiscal management.

Principles and practices of health and public administration.

Classroom management.

Basic accounting procedures.

Grant writing and application processes.

Data collection methods.

Health screening procedures.

HIV/AIDS issues, testing procedures and counseling methods.

Human psychology.

Modern counseling practices and principles.

Health education techniques.

Internal departmental policies and procedures.

Interviewing techniques.

Community resources.

Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues.

Methods and techniques of research, statistical analysis and report presentation.

All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Developing curriculum and teaching classes/workshops.

Public speaking.

Counseling and risk assessment.

Evaluating curriculum and presentation effectiveness.

Using tact, discretion, initiative and independent judgment within established guidelines.

Analyzing and resolving office administrative situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Using a computer terminal to accurately and rapidly enter and retrieve data and information.

Communicating clearly and effectively, both orally and in writing.

Preparing clear and concise reports, correspondence and other written materials.

Mental and Physical Abilities:

Ability to write reports.

Ability to deal with problems involving several variables in nonstandardized situations.

Ability to assess and interpret social, cultural, economic and political trends.

Ability to draw blood and to obtain oral HIV test specimens.

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel.

While performing the essential functions of this job the employee is regularly required to speak and hear.

While performing the essential functions of this job the employee is exposed to infectious diseases.

While performing the essential functions of this job the employee is regularly required to use color, sound and odor perception and discrimination.

Working Conditions:

Work is performed in an office and/or classroom with little exposure to outdoor temperatures, dust or dirt.

The incumbent's working conditions are typically moderately quiet.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.