

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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<b>CLASS TITLE:</b>	<b>PREVENTION SERVICES COORDINATOR</b>
<b>DEPARTMENT:</b>	<b>PUBLIC HEALTH</b>
<b>REPORTS TO:</b>	<b>VARIOUS</b>

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<b>CLASS CODE: 50825</b>
<b>FLSA STATUS: N</b>
<b>DATE: 01/00</b>

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**JOB SUMMARY AND DISTINGUISHING FEATURES:**

Serves as lead worker and performs professional level functions involving the development, implementation and maintenance of various prevention programs, including: identifying needs; developing programs; making presentations to program participants of various ages; and overseeing the fiscal functions associated with programs.

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

Carries out lead worker responsibilities including: training in job skills, assigning and directing work, making recommendations in performance appraisal, and reporting problems to supervisor.

Develops, implements and/or administers programs, including: 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, etc.; resolving problems; attending project-related meetings and meetings with community groups; coordinating presentations; and taking meeting minutes.

Tracks progress of clients/patients and follows up; ensures and maintains the confidentiality of health information on clients; audits records to ensure program compliance and quality of care.

Prepares and monitors program budget and work plans, including: reviewing project budgets; reviewing billing statements and authorizing payments.

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

Prepares and manages contracts and MOUs.

Provides updates for clinic newsletters.

Sets up buyers surveys to detect illegal sales of tobacco products.

Receives, opens, reads and/or routes 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.

Facilitates group process, mediation and negotiation functions.

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; maintains database; and relays and interprets administrative decisions, policies and instructions.

Makes presentations to agencies 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

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

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

One to two 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:**

Public health prevention services administration.

Classroom management.

Basic accounting procedures.

Grant writing and application processes.

Data collection methods.

Health screening procedures.

Human psychology and physiology.

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:**

Organizing, assigning, leading and reviewing the work of staff.

Developing curriculum and teaching classes/workshops.

Evaluating curriculum and presentation effectiveness.

Radio broadcasting.

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

Analyzing and resolving office administrative situations and problems.

Mediation and negotiation techniques.

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 standardized situations.

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, and speak and hear.

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.