



Job Description

Polysubstance Prevention Coordinator

The position of the Polysubstance Prevention Coordinator is to support the implementation of The Mountain Center's Strategic Prevention Framework (SPF) contract and Strategic Plan of addressing the target population and polysubstance use prevention to reduce the risk of overdose from polydrug use in Santa Fe County. The Prevention Coordinator works closely with the Polysubstance Program Manager and currently will operate partially remotely due to the pandemic.

Reports to: Polysubstance Prevention Program Manager _____

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Prevention Coordinator

- As a part of a team, supports in the developing of the Needs Assessment, Capacity Building, and Strategic Plan creation for the first year that will create or build upon an existing community initiatives
- Supports the contracts focus on the concurrent use of methamphetamine, opiates, alcohol, and prescription substances such as benzodiazepines and the age group of focus is adults 25 to 64, especially Native American and Hispanic men and LGBTQ+ individuals
- Create bridges throughout the community and develop a dedicated infrastructure to reduce polysubstance misuse in Santa Fe County
- Works with homeless shelters, harm reduction programs, community health outreach workers, local government and others to meet the goals of the program, clients and communities we are serving
- Support linkages to the other SAMHSA Center for Substance Abuse Prevention (CSAP)-funded overdose prevention grant projects (FR CARA, PDO, and SOR) and community health worker/mobile integrated health office within fire departments, law enforcement and county health offices, advocates, and treatment providers.
- Support the implementation of the PFS20 Strategic Plan and grant requirements and compliance as well as all reports and evaluation for grant
- Utilize evidence-based/best practice strategies will work best to address the target population and polysubstance use prevention and reduce the risk of overdose from polydrug use

- Works collaboratively with Polysubstance Program team and other outside contributors to the contract
- All duties as assigned

Qualifications

Minimum:

- High School or equivalent degree or higher
- Knowledge of the following (and or able to train):
 - Addiction (Substance use and misuse)
 - CPR/First Aid (Certification preferred)
 - Prevention Strategies
- Possesses the mental resolve to deal with complex, highly emotional and/or stressful situations
- Excellent interpersonal skills with the ability to effectively listen and offer solutions without passing judgment
- Ability to remain diplomatic when the political climate interferes with program goals and objectives
- Ability to be client and mission centered
- Ability to communicate in English, both verbally and in writing
- Ability to maintain highly confidential information in a professional manner (in accordance with federal HIPAA and 42CFR part 2 regulations)
- Ability to work with others in a team and collaboration efforts as well as work with community partners such as law enforcement
- Proficient in Microsoft Office including Word, Outlook, Access and Excel
- Working knowledge of standard office equipment (personal computer/laptop, phone with voicemail, fax, copier, etc.)
- Ability to read and comprehend complex documents; to respond effectively to the most sensitive inquiries or complaints; to prepare correspondence, presentations and articles as may be necessary; and to communicate effectively with staff and clients/participants
- Ability to establish and maintain effective relationships within the community.
- Demonstrated capacity to effectively market the Mountain Center's programs while strategically developing community networks to establish and/or maintain continued support for TMC
- Clear driving record and valid driver's license with solid driving skills due to extensive travel; willing and able to use TMC or own vehicle for outreach and local travel on Center business; with valid driver's license and proof of insurance
- Familiarity with the social, cultural and economic make-up of New Mexico or service area and ability and willingness to work with diverse populations
- Have reliable transportation, insurance and internet for remote work

Preferred:

- Bilingual, English and Spanish
- Bachelor's degree

Equal Employment Opportunity: The Mountain Center provides equal employment opportunities to all qualified individual without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

Americans with Disabilities Specifications: The position is primarily in an outdoor setting working out of a motor vehicle, requiring long periods of standing and walking in and out of a vehicle. This position also requires some sitting at a desk in front of a computer. Presentation and community outreach tasks may require the employee to sit or stand for long periods of time. Extensive travel, typically by automobile; must be comfortable driving on unpaved/uneven roads and in inclement weather, during sunrise/sunset and in the dark. Employee must have the ability to clearly communicate in person and on the telephone in the decibel range of normal conversation levels. Employee must be able to hold a pen, type and grasp documents. The position requires the ability to safely lift 50 pounds unassisted.

Work Environment: Office environment, home (employees home for remote work) and motor vehicle, requires physical acumen- lifting up to 50 lbs, walking for 4 hours a day, and being outside most of the day. Handling of biohazard materials.

Equipment Used: Personal computer and standard office equipment (phone with voicemail, fax, copier, scanner ten-key calculator).

Job Responsibilities Notes: The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. The Mountain Center may change the specific job duties with or without prior notice based on the needs of the organization.