

**Jefferson County  
Position Description**

**Name:** \_\_\_\_\_ **Department:** Health  
**Position Title:** Drug Free Coalition Program Assistant **Pay Grade:** 4 **FLSA:** Non-Exempt  
**Date:** \_\_\_\_\_ **Reports To:** Coalition Coordinator

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**Purpose of Position**

The purpose of this position is to provide support and communication to Jefferson County youth.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Assists in the development of JCDFC's youth advocacy program, including but not limited to scheduling weekly meetings with students, liaising with school advisors and coordinating relevant trainings, activities and recruitment.
- Assists in the development and dissemination of monthly coalition newsletter.
- Works with the Coalition Coordinator to record and disseminate meeting minutes and other communication with coalition members.
- Assists in maintaining current and relevant information on coalition website and social media sites.
- Assists in the coordination of other coalition activities, based on need and interest.
- Provides youth program support and communication assistance.
- Coordinates small groups of middle school and/or high school students who are learning to be leaders, community advocates and peer educators around alcohol, tobacco, and other drugs.
- Works to prevent and reduce substance misuse among youth and the greater community through county wide collaboration.
- Attends Committee meetings as needed.
- Demonstrates dependable attendance-
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.

### **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

- None

### **Minimum Training and Experience Required to Perform Essential Job Functions**

An Associate's degree or two to three years of related experience; or an equivalent combination of education and experience.

### **Preferred Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree from a college or university and one to two years related experience; or an equivalent combination of education and experience.

### **Other Requirements – Certificates/Licensures**

Valid driver's license or access to reliable transportation.

### **Knowledge, Skills, Abilities**

- Ability to work with adolescents in an advisory, support or leadership capacity
- Knowledge of adolescent substance abuse prevention
- Knowledge of community resources.
- Ability to work independently
- Ability to execute projects on time.
- Skill in web site maintenance.
- Ability to write clearly, professionally and strategically with exceptional attention to detail.
- Skill in communication, including written, oral, and other forms as needed.
- Ability to form positive working relationships with diverse stakeholders.
- Skill in interpersonal communication.
- Skill in operating a personal computer, laptop, and other department office equipment using applicable department software, Microsoft products, web-based systems, and performing data entry.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Ability to read, analyze, and interpret general business periodicals or governmental regulations.
- Ability to reliably and predictably carry out one's duties.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to work effectively with individuals and families in very emotional and difficult situation and in situation where individuals may be hostile or aggressive.
- Skill working sensitively with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds in public health settings.

### **Supervision**

None.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date