

CLASSIFICATION: CHIEF OF PREVENTION AND EDUCATION SERVICES

Class Code: 1881-25

Date Established: 07-07-79

Occupational Code: 7-7-7

Date of Last Revision: 02-05-14

BASIC PURPOSE: To plan, organize, and coordinate the development, implementation, and evaluation of population-based statewide and community-level substance abuse prevention interventions, to manage federal prevention grants, and to assist in the supervision of prevention staff.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Provides oversight, guidance and leadership regarding state and federal grants that are awarded for prevention programs and services.
- Writes state level requests for proposals (RFPs) through to contracting for services to meet objectives that impact the reduction of substance abuse.
- Provides technical assistance and training to contracted service providers, the public, and other program professions on evidence-based approaches and policies to reduce substance abuse, as outlined in federal grants and requirements.
- Manages contracts, to include overseeing and auditing the work of contracted service providers, ensuring that performance standards are met.
- Prepares and submits state and federal reports regarding information such as program benchmark results, as required by federal and state partners and community level stakeholders.
- Maintains knowledge about alcohol and other drug prevention science and the public health approach, to include obtaining and maintaining credentialing as Certified Prevention Specialist (CPS).
- Assists the agency's prevention efforts through planning, technical assistance, serving on statewide committees, and providing consultation to community-based organizations as directed by management.
- Presents information in a variety of formats to program staff, partners and the public regarding program objectives, goals, and strategies.
- Attends out of state meetings and seminars as required.

DISTINGUISHING FACTORS:

Skill: Requires skill in analyzing and interpreting data, policy, and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

Knowledge: Requires logical or scientific expertise to resolve problems of a specialized or professional nature in a wide range of applications.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires reviewing summaries and reports and making decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

Complexity: Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

Independent Action: Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

MINIMUM QUALIFICATIONS:

Education: Possession of a Master's degree from a recognized college or university with major study in social work, sociology, human services administration, psychology, public administration, health care administration, health care planning or a related field.

Experience: Four years' experience in the field of substance abuse treatment, prevention and education or a health care related field, two years of which must have been in a management or consultative position involving administrative or supervisory duties concerned with program administration, program planning and evaluation, business management or related management experience. Each additional year of approved work experience may be substituted for one year of required formal education at the graduate level only.

License/Certification:

1. Must be professionally certified as a Certified Prevention Specialist (CPS) by standards of the Prevention Certification Board of New Hampshire and International Certification & Reciprocity Consortium (IC & RC), or obtain such certification within the first six (6) months of employment.
2. Must possess a valid New Hampshire driver's license with appropriate endorsements required for the type of vehicle being operated.
3. Must possess certificate of completion or successfully complete a Defensive Driving Course as approved by the New Hampshire Safety Council within the first six (6) months of employment.
4. As a condition of and prior to hire, the applicant must have their current New Hampshire driving record supplied by the NH Department of Safety, Division of Motor Vehicles, verified, indicating no major traffic violations.

RECOMMENDED WORK TRAITS: Knowledge of the principles, methods and procedures of community organization, public administration, and/or business management. Knowledge of alcohol and other drug prevention science and the public health approach. Knowledge of the laws, rules, and regulations governing prevention programs. Working knowledge of federal, state and local financial and social services available for administering state programs. Ability to provide leadership to staff, program personnel and communities. Ability to interpret and explain program laws, rules and regulations. Ability to render determinations and recommendations to improve the quality of services. Ability to communicate effectively both orally and in writing. Ability to establish and maintain harmonious relationships with other employees, federal, state and local officials and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.