

**GRANT FUNDED
VIRGINIA TOBACCO SETTLEMENT FOUNDATION
JOB DESCRIPTION**

Job Title: Virginia Tobacco Settlement Foundation Coordinator

Reports To: Goochland Powhatan Community Services

Hours: Full -Time, Temporary

Supervises: N/A

Status: Contractual

Primary Purpose of Job: To administer all services through the Virginia Tobacco Settlement Foundation FY08 one year grant in coordination with the Goochland Powhatan Community Services and Powhatan County Public Schools.

Duties and Responsibilities

Coordinates local Virginia Tobacco Settlement Foundation FY08 grant –funded project. Directly responsible for implementation of the work plan and compliance with all grant requirements and local procedures, policies and standards.

Serves as liaison between Goochland –Powhatan Community Services, the Tobacco Settlement Foundation and Powhatan County Public Schools.

Prepares reports, maintains records and evaluates outcome data related to the Virginia Tobacco Settlement Foundation FY08 grant funded project within established timeframe.

Consistently and willingly interacts with youth and parents being served and related Powhatan Public School staff in a professional and courteous manner. Coordinates with community partners and coalitions related to youth tobacco prevention initiatives with goals and objectives that compliment those of the Virginia Tobacco Settlement Foundation initiatives.

Supervision Received/Review of the Work:

Supports the daily operation of the Virginia Tobacco Settlement Foundation FY08 initiatives. Consults with prevention supervisor when there are conflicting priorities or when coordination or commitment of resources with other agencies is advisable. Consult

with Prevention supervisor on program direction and development to insure fidelity of the program that is being implemented. Maintain accurate and concise records on the services that are being provided. Determines own schedule based on initiative needs. Works collaboratively with community partners to plan, schedule and implement project activities. Collects data from the participants.

Required Education, Experience, Knowledge, Skills and Abilities:

Knowledge of theories, delivery systems and techniques of substance abuse prevention and early intervention, community assessment principles and community resources. Skills in personal computer use, and knowledge of Microsoft Office software programs preferred. Ability to work independently as a member of a team, prioritize workload, provide own transportation with mileage reimbursement, provide quality external customer service by working effectively with other professionals, youth, parents, and community agencies and organization. Effectively speak in public to citizens of all ages. Effectively communicate orally and in writing. Effectively represent public health issues specific to tobacco and substance abuse use to students and the public in general. Previous experience in providing prevention services to communities and schools.

Qualifications:

Bachelor's Degree in Human Services or related field and/or equivalent training or experience preferred, valid Virginia Operator's License

Required Licenses, Certifications, etc (required by statute to perform the work)''

N/A