

City of Sallisaw

Job Description

Job Title: Community Educator

Exempt (Y/N): Yes

Date: November 2019

Department: Administration - Grants

Reports To: Prevention Services Director

SUMMARY

Responsible for community education activities of the coalition. Activities include building relationships with community and campus leaders, assisting supervisor in program development, recruitment of members to ensure sustained leadership, coordinate training of members, facilitate community education events, assist in development of the strategic plan, and organize community events. Oversees data collection and information dissemination through community presentations and written materials. Incumbent must have dependable transportation and be able to work flexible hours, according to need. The position is contingent on grant funding.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following. Other duties may be assigned.

- Becoming trained on the Strategic Prevention Framework and evidence-based strategies to be used as operation guidelines for task force work
- Be knowledgeable of and comply with all agency and programmatic policies & procedures.
- Assist in the recruitment of new community members from key sectors for this focus
- Build relationships within the community to promote program strategies
- Providing timely, appropriate and factual documentation of activities
- Meeting regularly with the Coalition Manager for training and coordination of the activities
- Assisting in the coordination of community outreach activities such as town halls, forums and workshops to address substance misuse and to educate our communities on healthier lifestyles.
- Attending required trainings (CPR, First Aid, SPF, evidence-based prevention strategies and facilitator trainings) and maintain current CPR/First Aid certification
- Meeting regularly with Director and Manager to inform of program status and problems, review measures, goals, receives guidance on further program development and problem solving.
- Carrying out all other work-related duties as required ensuring program and contracting compliance assigned by the Program Director to forward the goals of the Coalition.
- Facilitate community education events
- Coordinate and organize community education events
- Assist in generating written and social media components-with intent to use social media to promote youth and community activities
- Appear for scheduled work with regular, reliable, and punctual attendance

- Performs other duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree required.

LANGUAGE SKILLS

Ability to read and understand program requirements. Ability to document activities and provide reports. Must be able to demonstrate good communication and management skills. Must have the ability to speak effectively in large and small groups.

INTERNAL AND EXTERNAL COMMUNICATION

Must have strong oral and written communication skills, strong interpersonal and leadership skills, be well organized and able to multitask. Must be detailed orientated. Must be a self-starter and can work independently. Contact with others beyond immediate associates, but generally of a routine nature, Frequent contact with general public, patrons or other outside representatives.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICNESES, REGISTRATIONS

Must have a valid Oklahoma driver's license with driving record suitable to the City's insurance carrier. Must be able to obtain Certified Prevention Specialist (CPS) certification through the Oklahoma Drug and Alcohol Professional Counselor Association (ADAPCA) within 12 months of hire.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee would be required to sit for periods of time, talking on telephone, working with computers. Travel is required, must have reliable transportation. Ability to climb up and down stairs. Able to carry up to 30 lbs.

WORK ENVIRONMENT

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

Incumbent typically works indoors. The noise level in the work environment is usually moderate.

**A pre employment drug test is required. Successful applicant must reside within a 20-minute response time of the city limits of Sallisaw, Oklahoma.

Approved:  _____
City Manager

Date: 12/9/2019