



**Program Coordinator  
General Prevention Specialist  
Job Description**

**JOB TITLE:** Program Coordinator  
**REPORTS TO:** Executive Director  
**STATUS:** Part-time  
**SALARY RANGE:** \$25,000 - \$28,00 per year

**ABOUT SERAC:**

Established in 1989 and serving 41 towns in Eastern CT, SERAC (Southeastern Regional Action Council) works to engage with the communities of Eastern CT to implement proven practices that reduce the impact of behavioral health challenges across the lifespan. SERAC serves as a regional convener and coalition to bring various community sectors together to lead needs assessments, capacity building, planning, and advocacy efforts. SERAC receives both state and federal grant awards to improve prevention and early intervention practices. SERAC does not provide any direct treatment or clinical services for individuals or families.

**PRIMARY OBJECTIVE:**

SERAC is a Regional Behavioral Health Action Organization (RBHAO), working as a strategic partner and resource for communities. The program serves as a liaison between each region and the State, while coordinating initiatives related to mental health, suicide, substance misuse, and problem gambling. The Program Coordinator provides regional and statewide leadership in addressing the issues of behavioral health (this position focuses on problem gambling prevention) within CT State Region 3 for ages 0 to end of life through the lens of prevention, treatment and recovery. This position will work across various programs that are state, federally, and fee for service. The core areas of work will include local prevention council outreach and development, opioid and overdose prevention, community wellness in rural communities, data collection, and other general prevention projects as needed.

**COMPETENCIES:**

*Community Outreach, Advocacy, and Education*

1. Ability to work collaboratively within and outside of the organization.
2. Ability to build and maintain relationships with community stakeholders, communicate mission and strategy persuasively and effectively communicate the SERAC's initiatives and program goals.
3. Ability to deliver designated activities with fidelity with knowledge of the impact of on the state of Connecticut with a commitment to the program design.

4. Ability to present/train on SERAC initiatives in relation to the opioid crisis, suicide prevention, Alcohol, Tobacco, and Other Drugs (ATOD), mental health promotion and wellness, and youth leadership.
5. Ability to build and maintain relationships with those with similar and opposite opinions and to build agreement among diverse stakeholders, both internally and externally.
6. Ability to capture and translate accurate data related to performance management for analysis, continuous learning, and improvement.
7. Ability to demonstrate cultural and social intelligence skills and seek professional growth opportunities as needed and recommended.
8. Ability to implement prevention theories, public health models, and the strategic prevention framework.

## **RESPONSIBILITIES:**

### Data Management/Reporting (50%)

1. Work with a team of prevention specialists to meet grant requirements within State of CT DMHAS Region 3.
2. Tracks data /demographics from events to input into databases and reporting tools.
3. Completes reports on grant-funding activities using organizational, state, and federal Tracking Tools.
4. Develop relevant materials with current information for distribution.

### Coordination and Engagement (50%)

1. Identify and develops resources for local towns and communities.
2. Provide training and ongoing support to local and regional coalitions, community stakeholders and general public.
3. Data collection, analysis, and development of surveys, reports, focus groups.
4. Plan and coordinate awareness, advocacy and program efforts related to regional priorities and collaborate with regional initiatives as they arise.
5. Virtual and in person meeting/training preparation, presentation, and facilitation.
6. Represent SERAC at state, regional, and local stakeholders' meetings.
7. Offers technical assistance and supports application/report for pass-through funding for Local Prevention Councils and other contracted services as needed.
8. Manage public events calendar and public support groups calendar to ensure it is updated and accurate.
9. Additional duties include providing support to other agency initiatives as needed may include and are not limited to:
  - Strategic planning
  - Priority Needs Report Planning
  - Community Readiness Survey
  - Special Events

## **EXPERIENCE:**

- 1-2 year of related experience.
- Excellent written and verbal communication skills.
- Excellent critical thinking and conflict management skills.
- Experience conducting presentations.

- Previous experience using Microsoft Office, Zoom, virtual calendars, and other data collection software.
- License/Certification: Must possess a valid driver's license and/or have access to transportation for statewide travel.
- CT Certified Prevention Specialist preferred or ability to achieve one within the first 1-2 years.

**EDUCATION:**

- Bachelor's degree in human services, Public Health, Psychology, Social Work or related field.
- 4 years of relevant field experience may be substituted for a degree.

**PERSONAL ATTRIBUTES:**

- A team player with a strong work ethic.
- A self-starter who is adaptable and open-minded.
- Has a positive attitude and be great at motivating others.
- Always willing to learn and demonstrate flexibility.

**BENEFITS:**

There are no benefits offered with this part time position.

**PHYSICAL REQUIREMENTS:**

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 is regularly required to sit; stand; walk; use hands to type or write; talk or hear; and drive to various worksites.

**EQUAL OPPORTUNITY EMPLOYER:**

SERAC is an equal opportunity employer. All employees will be considered for employment without attention to race, color, religion, age, sexual orientation, gender identity, national origin, veteran or disability status.

**NOTE:**

The position is grant funded and may be terminated due to expiration of grant or lack of agency funds.

**Please send cover letter, resume, and three references to [careers@seracct.org](mailto:careers@seracct.org). Anticipated Start Date: June 1, 2023.**