



Regional Youth Substance Abuse Prevention Program Assistant

Definition

The Program Assistant has the primary responsibility to assist the Program Coordinator in managing the MetroWest Coalition to Reduce Underage Drinking and Drug Use, for which the Town of Hudson is the lead municipality.

Introduction

The Town of Hudson has been awarded grant funds from the Massachusetts Department of Public Health's Bureau of Substance Abuse Services to prevent underage drinking and other drug use in MetroWest. The purpose of the grant is to implement or amend local policies, practices, systems, and environmental changes to prevent substance abuse within Massachusetts communities.

Hudson, in partnership with the Towns of Ashland, Marlborough, Natick, Northborough, Southborough, and Westborough seeks a Program Assistant to assist in managing a regional coalition and local community coalitions to address underage drinking and drug use. The Program Assistant will work with existing program partners and key stakeholders, and will help to engage new community representatives in this work. He/she will assist the Program Coordinator in implementing the strategic plan and ensuring that all project deliverables are met.

Our partnership includes health departments, police departments, schools departments, health care providers, substance abuse treatment providers, behavioral health providers, social service organizations, youth serving organizations, parent groups, and others. The Program Assistant will work collaboratively with all partners to ensure the coalition is inclusive and reflects the communities it serves.

Essential Duties and Responsibilities

The essential duties and responsibilities listed below are intended only as illustrations of the various types of responsibilities that may be required. The omission of specific statements does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Support the Program Coordinator in the day-to-day activities of the Central MetroWest Substance Abuse Prevention Collaborative (CMSAPC).
- Participate in regional coalition meetings and action teams for the initiative.
- Provide support to local community coalitions as needed.
- Aid in the implementation of the CMSAPC strategic plan to address the prevention of underage drinking and other drug use.
- Collaborate with project partners to influence policy, practice, systems, and environmental factors that can reduce or prevent underage drinking and other drug use.
- Assist in completing all project deliverables, utilizing the Massachusetts Technical Assistance Partnership for Prevention as needed.
- Support the documenting of project activities and outcomes.
- Share and disseminate existing prevention materials, resources, and information.
- Engage new partners to ensure regional and local coalitions are inclusive, culturally competent and reflect the populations they serve.
- Assist in preparing required grant reports.



- Works in a confidential capacity. Operates independently. Uses independent judgment and discretion to make decisions affecting the department and staff as it relates to unit operations/services and Town of Hudson policy.
- Perform other duties as required.

Supervision

Works under the supervision of the Regional Youth Substance Abuse Prevention Program Coordinator in accordance with applicable rules, regulations, and policies. Varied and responsible duties require the exercise of judgment and initiative, particularly in situations not clearly defined by precedent or established procedures.

Work Environment

Most work is performed in typical office conditions, with regular attendance at off-site meetings.

The employee operates standard office equipment.

The employee has ongoing contact with other town departments, outside agencies, and the public by telephone, e-mail, in person, and in writing.

This position may require direct client/patient contact and as a result of such direct contact, certain immunizations will be recommended and/or required prior to commencement of employment duties.

Errors could result in delay, loss of service, loss of grant fund, and/or legal repercussions, and could be costly for the Town.

Required Minimum Qualifications

- Bachelor's degree
- 1 - 2 years' experience in the public health prevention field
- Commitment to the role of public health in promoting racial justice and health equity
- Strong organizational skills, ability to prioritize and to multi-task
- Strong verbal and written communication skills
- Ability to understand and interpret quantitative and qualitative data
- Intermediate or higher level skill in Microsoft Office suite of Word, Excel, and PowerPoint
- Valid Massachusetts driver's license and daily access to a car for travel to meetings

Preferred Qualifications

- Experience coordinating and convening community coalitions
- Experience working with diverse community populations and broad based-coalitions
- Experience facilitating groups and meetings
- Ability to work with a variety of stakeholders and municipalities that have different needs and levels of readiness
- Experience with or understanding of Positive Youth Development framework
- Experience with or understanding of positive community norms and social norms marketing
- Experience with or understanding of municipal policy development process
- Experience with grant reporting and management
- Bi-lingual a plus, Portuguese or Spanish preferred



Hudson Board of Health

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Physical Requirements

Moderate physical effort is required to perform duties under typical office conditions and travel to off-site locations. The employee is frequently required to sit, speak, hear, and use hands to operate equipment. Off-site locations may include meeting spaces, schools, clinicians' offices, hospitals, and homes of patients/clients. Vision requirements include the ability to read and analyze documents and use a computer.

A Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Job Title: Regional Youth Substance Abuse Prevention Program Assistant
Location: 78 Main Street Hudson, MA 01749
Salary: \$25 /hour
Job Type: Part-time 19 hours per week
Non-union
Grant funded

Application by email is also accepted at: fsantos@townofhudson.org

Position is posted until filled.

The Town of Hudson is an Equal Opportunity / Affirmative Action employer.