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**KENNETH YOUNG CENTER  
HUMAN RESOURCES**

**POSITION DESCRIPTION & POSTING**

**STRATEGIC PREVENTION FRAMEWORK – PARTNERSHIPS  
FOR SUCCESS (SPF-PFS) PROJECT LEAD**

**POSITIVE YOUTH DEVELOPMENT**

**Job Scope:** Coordinate the provision of substance use prevention for 8<sup>th</sup> – 12<sup>th</sup> graders in accordance with the conditions and terms set forth by the Illinois Department of Human Services' (IDHS) Strategic Prevention Framework – Partnerships for Success (SPF-PFS) grant.

**Essential Functions:** The work environment characteristics, responsibilities, and competencies described here are representative of those an employee encounters and is required to perform while meeting the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**I. Project Lead Responsibilities**

- A. Oversee the day-to-day operations of the Strategic Prevention Framework – Partnerships for Success (SPF-PFS) grant within the designated service area (Schaumburg, Hoffman Estates, and Palatine) to provide substance abuse prevention services in accordance with IDHS approved site plan.
- B. Work with the Communities for Positive Youth Development Coalition in accordance with IDHS SAP grant requirements.
- C. Recruit and assist schools in administering the Illinois Youth Survey
- D. Provide the following prevention activities/strategies: Parent and Other Adults Communication Campaigns; Social Host Law Promotion/Education; and support local law enforcement in their implementation of Party Patrols and community event monitoring for underage drinking prevention. Delivery must be in accordance with standards set by IDHS.
- E. Strengthen and maintain cooperative working relationships with local schools, police and other community partners in the service area.
- F. Provide consultation related to evidence-based practices in prevention as defined by IDHS and the Substance Abuse and Mental Health Services Administration (SAMHSA) to schools and/or organizations in the service area.
- G. Participate in IDHS required meetings and/or trainings.
- H. Meet with supervisor as scheduled.
- I. Work with Program Manager to create and monitor an annual program delivery budget in accordance with IDHS directives and in collaboration with KYC's administrative staff.
- J. Other job-related duties as assigned.

## **II. Reporting Requirements**

- A. Participate in process and outcome evaluation services provided by the IDHS or its provider(s).
- B. Report data regarding services in accordance with the IDHS on a monthly and quarterly basis.
- C. Maintain process evaluation data (e.g. rosters, agendas, meeting minutes, etc.) related to the delivery of services that verifies information shared in reports established by IDHS.
- D. Submit reports requested by IDHS and/or its contractor (e.g. annual report, Illinois Youth Survey recruitment updates, sub-committee development updates, etc.).

## **III. Individual Performance Responsibilities**

- A. Provide underage drinking prevention services outlined in approved IDHS Community Service Agreement and/or work plan.
- B. Participate in supervision, and seek individual consultation with supervisor.
- C. Participate in Positive Youth Development Program staff planning, service coordination, and practice development and quality assurance.

## **IV. General Competencies**

- A. Promote positive image of KYC with all contacts (community partners, etc.)
- B. Produce high quality work in a fast paced environment
- C. Be a productive member of the staff
- D. Demonstrate cooperation
- E. Take initiative to act on own
- F. Use excellent judgment
- G. Communicate clearly
- H. Make use of supervision
- I. Contribute to development of a culture of care

## **V. Core Competencies**

- A. Ability to interact with community partners (e.g. school administrators and elected officials) in a professional manner.
- B. Ability to organize and facilitate community and partner meetings.
- C. Ability to provide guidance to Project Associates and contractual employees.
- D. Ability to work effectively and cooperatively in a team setting.
- E. Ability to demonstrate cultural competency in working with diverse populations, including, but not limited to persons of various socioeconomic statuses, religions, race, ethnicity, LGBTQ+ individuals, youth, and other cultural characteristics.
- F. Ability to plan, adhere and monitor a program budget.

## **VI. Special Competencies**

- A. Knowledge of evidence-based underage drinking prevention strategies
- B. Knowledge of data-driven decision making
- C. Knowledge of building community coalitions for substance use prevention
- D. Knowledge of social marketing / public health promotion strategies
- E. Knowledge of SAMHSA's Strategic Prevention Framework
- F. Knowledge of the Illinois Youth Survey

## **VII. Work Environment**

- A. This job operates in a professional office environment and in schools. This role routinely uses standard office equipment such as laptop computers, phones, photocopiers, scanners, audiovisual equipment, and fax machines.
- B. While conducting external KYC business or traveling between sites, the employee may be exposed to fumes or airborne particles as well as changing weather and road conditions.

## **VIII. Physical Demands**

- A. Employee is occasionally required to carry, move, or transport program materials, audiovisual equipment or other objects weighing as much as 25lbs while conducting youth and community programs.

## **IX. Travel**

- A. Have a valid driver's license, access to reliable transportation, and proof of insurance.
- B. While performing the duties of this position, the employee will travel by automobile and is exposed to changing weather and road conditions.
- C. The employee is required to travel by automobile to and from Schaumburg and Elk Grove Township office locations several times monthly as well as occasional meetings/trainings in and around KYC's catchment area (Schaumburg, Hoffman Estates, and Palatine).
- D. Employee is required to travel to statewide meetings and trainings in Chicago, Springfield, Bloomington, and/or Joliet (sometimes requiring overnight travel).
- E. Some out-of-state travel to national trainings may be required.
- F. Approximately 50% of employee's time is spent traveling within the service area and include some nights and weekend community and/or Youth Advisory Council meetings.

## **X. Minimum Position Requirements**

- A. Bachelors Degree in social services, education, psychology, public health or related field required.
- B. Experience in community organizing, alcohol, tobacco and other drug prevention and/or related public health field preferred.
- C. Experience in consultation / technical assistance and training preferred.
- D. Experience using Microsoft products.

## **XI. Chain of Authority**

- A. Reports to the Manager of Positive Youth Development Program

## **XII. Schedule**

- A. Full-time, non-exempt, 37.5 hour work week
- B. Must have flexibility to work some evening and/or weekends.
- C. Time keeping of accurate record of hours worked in the electronic timekeeping system (on a daily basis, when possible) in accordance with the timekeeping policy and practice.

*Kenneth Young Center is an Equal Opportunity Employer*