

## **Northwest Colorado Health**

### **Communities That Care Youth Development Coordinator (YDC) for Routt County**

#### **General Statement of Duties:**

Under the supervision of the Routt County Communities That Care Facilitator, the YDC is responsible for the coordination of youth driven community-based substance abuse prevention services within Routt County, specifically in South Routt and Hayden, according to the Communities That Care (CTC) contracted Scope of Work. The YDC collaborates with the Routt County CTC Coalition Board, staff from youth-serving organizations, and school districts to fulfill the CTC Action Plan and acts directly to support the CTC Facilitator.

#### **Supervision Received:**

Reports to the Routt County Communities That Care Facilitator.

#### **Supervision Exercised:**

None.

#### **Essential Functions:**

1. Plan and organize local outreach education activities that promote substance abuse prevention and the CTC Action Plan
2. Continuously develop and lead local Youth Advisory Boards to carry out CTC Action Plan. Provide board development training (including assisting with fundraising efforts) as needed to this board
3. Continually communicate the importance of using data to make strategic decisions;
4. Provide oversight of project components to ensure coordination of tasks and timely completion of project milestones
5. Collaborate as a team player to promote effective and regular communication regarding status and goals of project work
6. Ensure activities designed to meet goals and objectives the CTC grant is carried out according to specified timelines and time-allocations as provided by the CTC Facilitator and maintain accurate timekeeping records of this work
7. Other duties as assigned

*This description of responsibilities is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.*

#### **Education:**

Minimum of bachelor's degree or 2 years' experience in work-related field preferred

#### **Experience:**

1. Experience working directly with young people ages 9-25 preferred
2. Experience with needs assessment, logic model construction, selection and implementation of research-based prevention interventions and staging intervention components
3. Experience with process and outcome evaluation methods

**Requirements:**

1. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver's license.

**Skills:**

1. Demonstrated professional communication skills, competency in agency and community partnerships skills, and leadership skills to cultivate commitment to outcomes among key youth stakeholders and the broader community
2. Interpersonal skills necessary to work with and instruct others

**Knowledge:**

1. Knowledge of effective prevention strategies to meet the needs of the target population and skills to implement strategies with fidelity and to make needed adaptations

**Abilities:**

1. Ability to establish priorities and work independently with little supervision
2. Ability to meet deadlines and exhibit excellence in quality of work
3. Ability to handle sensitive and private information with utmost confidentiality at all times
4. Ability to identify and address barriers that may be impeding successful, sustainable outcomes
5. Ability to adjust schedule to work some evening and weekend meetings or events
6. Ability to travel independently to local, regional, statewide and potentially further to attend training and other events

**Equipment:**

1. Daily use of telephone, copier, computer and other office equipment.

**Working Conditions:**

1. Position is in a well lighted, accessible office environment, and involves sitting approximately 90% of the day, walking or standing the remainder.
2. This position has been classified as Patient-Facing, a position in which the incumbent could reasonably be expected to routinely interact with patients and/or patient family members. Employees in Patient-Facing positions are exposed to healthcare conditions that may require additional training, immunizations, and use of Personal Protective Equipment (PPE).
3. Occasional out of area travel may be required.

*This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.*

**I, \_\_\_\_\_ acknowledge that on this date, I have received the following job description for my present position.**

**Signature of Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_