



Joseph C. Sullivan, Mayor

## BRAINTREE HUMAN RESOURCES DEPARTMENT

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### POSTING

JOB TITLE: Substance Abuse Prevention Coordinator  
LOCATION: Various within the Town of Braintree  
DATE AVAILABLE: September 1, 2016  
SALARY: \$62,698.48 - \$74,276.16/year

### QUALIFICATIONS:

Master's Degree in public health, social work, education, health administration or related field. Certified Prevention Specialist or ability to receive certification within two years of hire.

### RESPONSIBILITIES:

Please see attached job description for complete details.

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POSTING DATES: July 26, 2016 – August 5, 2016

Applicants may submit a cover letter and resume to the following address:

Human Resources Department  
Town of Braintree  
1 JFK Memorial Drive  
Braintree, MA 02184

or e-mail to: [kshanley@braintree.ma.gov](mailto:kshanley@braintree.ma.gov)

Town of Braintree is an Equal Opportunity Employer

SUBSTANCE ABUSE PREVENTION COORDINATOR

NATURE OF WORK:

The Substance Abuse Prevention Coordinator will focus on awareness, prevention (deterrence and education), intervention and recovery of and identify, address and implement best practices resulting in the reduction of substance abuse in the community.

SUPERVISION:

Works under the direction of the Mayor.

JOB ENVIRONMENT:

Work is performed in an office setting, schools and other locations within the community.

ESSENTIAL FUNCTIONS:

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties are not necessarily in order of importance or frequency of performance.)*

- Work directly with the Braintree Substance Prevention Coalition and twelve constituent group sectors, as defined by the Federal Government, Substance Abuse and Mental Health Administration (SAMSHA) to apply for and obtain The Drug Free Communities (DFC) Federal grant, and other community agencies to provide drug awareness, prevention (deterrence and education), intervention and recovery training and or materials.
- Assess, capacity build, sustain, plan, implement, and evaluate prevention programs critical for the Coalition and supported with the help of the Massachusetts Technical Assistance Partnership for Prevention (MassTAPP).
- Emphasize the integration of SAMHSA's Strategic Prevention Framework (SPF) model into overall prevention systems, to ensure a consistent data-driven planning process across the Commonwealth focused on implementing culturally competent and sustainable strategies and interventions that will have a measurable effect on preventing and reducing opioid abuse and opioid overdoses in Massachusetts communities.
- Find, write and manage federal, state and private grants.
- Stay current on best practices concerning substance abuse prevention.

- Guide the community on implementation of best practices concerning substance abuse prevention.
- Act as a resource to the Coalition, Board of Health, School Committee, Town Departments, the community, and the Special Opioid Prevention Town Council Committee.
- Provide comprehensive drug and alcohol education for students, parents, school faculty and the community.
- Increase awareness of substance abuse issues with students, parents, school faculty and the community.
- Provide information to the Board of Health concerning policies and regulations regarding substance abuse.
- Attend and participate in all regional meetings and training.
- Function as staff for the Substance Abuse Coalition and Braintree's Community Partnership on Substance Abuse.
- Perform other duties as assigned.

#### KNOWLEDGE, SKILLS, AND ABILITY:

Knowledge: Thorough knowledge of substance abuse prevention evidence based prevention strategies and knowledge and experience of substance abuse treatment continuum of care. Experience in community organization and/or human services.

- Skills: Excellent verbal and written communication skills. Advanced computer skills necessary to maintain records, generate training programs, correspondence, proposals and grant applications. Proficient with MS Projects or similar project management application, highly desirable. Project Management skills, Professional Project Management (PPM), desirable.
- Ability: Must have the ability to develop working relationships with a variety of stakeholders. Ability to work independently. Ability to find, write and administer federal state and/or private grants. Ability to work in fast paced environment and meet deadlines.

#### REQUIRED QUALIFICATIONS:

Master's Degree in public health, social work, education, health administration or related field. Certified Prevention Specialist or ability to receive certification within two years of hire.

#### PHYSICAL REQUIREMENTS:

Minimal physical effort generally required in performing duties under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment. The employee is frequently required to sit, talk and hear. Specific vision requirements include close vision, distance vision, and the ability to adjust focus.