

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**In the Matter of an Order Transferring
an Employee**)

ORDER NO. 23241

WHEREAS, it is the recommendation of Wendy Lang, Juvenile Director, that Lauryn Akbar, currently an Administrative Secretary, in the Assessor's Office, at Salary Range D, Step 7-10 at \$4447 per month, be transferred to the position of Prevention Specialist Coordinator in the Juvenile Department, at Salary Range E, Step 5 at \$4427 per month.

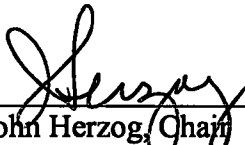
The job description for the new position is attached hereto and incorporated by reference.

WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation.

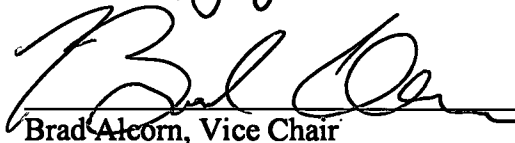
NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated recommendation be in effect as of April 10, 2023.

DATED this 5th day of April, 2023.

**BOARD OF CURRY COUNTY
COMMISSIONERS**



John Herzog, Chair

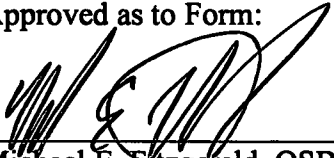


Brad Alcorn, Vice Chair



Jay Trost, Commissioner

Approved as to Form:



Michael E. Fitzgerald, OSB # 192939
Curry County Legal Counsel

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Prevention Specialist Coordinator - Opioids

EXEMPT:	No
UNION:	Teamsters 206
SALARY LEVEL:	E
SUPERVISOR:	Juvenile Department Director
PREPARED BY:	Juvenile Department Director

January 2023

POSITION SUMMARY:

This position is funded through Oregon Health Authority and then assigned to the Public Health Division. Through the Public Health Division are Alcohol and Drug Prevention Education Program (ADPEP) and Tobacco Prevention and Education Program (TPEP). This program will be administered by the Curry County Juvenile Department.

This position will coordinate strategies designed to promote health and prevent substance use, misuse, disorder and addiction and associated effects across the life span. They will work to reduce risk factors and increase protective factors associated with alcohol, tobacco, and other drugs in Curry County.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Alcohol and Drug Prevention Education Program (ADPEP)

1. Is the Point of Information for Curry County Prevention Fentanyl and Opioid campaign. Gathers accurate information, market strategies and data, educates community and understands the crisis.
2. Coordinates an Alcohol and Drug Prevention Education Program (ADPEP) and Tobacco Prevention Education Program (TPEP) plan among state and community partners. The plan will focus on: reducing health disparities in our county and state, engages organizations and communities in prevention, develops partnerships that improve the health of all Oregonians, addresses the leading causes of death and disability, addresses the risk factors which lead to chronic disease and substance use disorder or dependence, uses data for decision making, setting priorities and defining and tracking health outcomes and plan and implement evidence-based interventions.
3. Fulfills grant responsibilities: eLearning Modules, in person or webinar trainings, community practice sessions, regional support networking, attends grantee/contractor meetings, and attends annual conference. Submits quarterly and annual reporting as required by the funders.

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ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)

4. Works with Law Enforcement Agencies to gather and share drug related statistics, trends and concerns.

SUPERVISORY CONTROLS AND RESPONSIBILITIES:

- No supervisory responsibilities
- Position is supervised by Juvenile Department Director and requires independent work or very limited supervision.

QUALIFICATION REQUIREMENTS:

Knowledge of . . .

- Oregon Health Authority/Curry Public Health roles with tobacco, alcohol, and other drug prevention.
- Office management practices and procedures to ensure efficient workflow.

Ability to . . .

- Establish and maintain effective relationships with other employees, department heads, local, county and state agencies and the public.
- Work with limited supervision in an independent setting, while able to recognize situations in which supervision and guidance are necessary.
- Research trends, update trainings, and understand prevention guidelines.

Skill in . . .

- Computers, social media, webinars, and prevention strategies.
- Conveying information, ideas, and facts both orally and in writing to supervisors, colleagues, and individuals, inside and outside the County, using language and a format the audience will best understand.

Desirable Qualifications: Certified Prevention Specialist for the state of Oregon.

EDUCATION AND/OR EXPERIENCE:

High school graduate or equivalency required, and three years of experience working directly with the public in the prevention or human services field; or at least two years of field-related college and one year of experience; or any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above-described duties.

JOB DESCRIPTION

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PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Normal working hours but also subject to attend public meetings, trainings or events on weekends, or afterhours.