

**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. 23332

WHEREAS, it is the recommendation of Michael E. Fitzgerald, Director of County Operations, that Brittany Felton, currently a Communications Deputy II, Salary Range S-11/F at \$5,532/month, be transferred to the position of Prevention Specialist, in the Juvenile Department, a Salary Range E, Step 6 at \$4,788/month; and

WHEREAS, the job description for the new position is attached hereto and incorporated by reference; and

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 that the above stated hire be in effect as of November 27, 2023.

DATED this 6th day of December, 2023.

BOARD OF CURRY COUNTY COMMISSIONERS



John Herzog, Chair



Brad Aleorn, Vice Chair

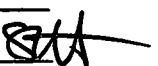
Approved as to Form:



Michael E. Fitzgerald, OSB #950738
Curry County Legal Counsel



Jay Trost, Commissioner

CT2023-~~367~~ 367
Curry County Clerk, Shelley Denney
Filed Date 12 / 19 / 23
Time 10:38AM-4pgs
Deputy S. Lindsay Harris 

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Prevention Coordinator

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

October 2023

POSITION SUMMARY:

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Alcohol and Drug Prevention Education Program (ADPEP)

1. Coordinates an Alcohol and Drug Prevention Education Program (ADPEP) and Tobacco Prevention Education Program (TPEP) plan among state and community partners. Activities include: reducing health disparities in our county and state, engaging organizations and communities in prevention, developing partnerships that improve the health of all Oregonians, addressing the leading causes of death and disability, addressing the risk factors which lead to chronic disease and substance use disorder or dependence, using data for decision making, setting priorities and defining and tracking health outcomes and planning and implementing evidence-based interventions.
2. Fulfills grant responsibilities: eLearning Modules, in person or webinar training, community practice sessions, regional support networking, attend grantee/contractor meetings, and attend annual conference. Submit quarterly and annual reporting as required by the funders.
3. Assists the Curry County Juvenile with reception, clerical, youth support, and office coverage.
4. Performs Juvenile Department Operations Manager duties when needed.

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 training, and understand prevention guidelines.

Additional skills:

- 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 within one year of being hired.

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.

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.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

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