

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

**IN THE MATTER OF THE PROMOTION
OF AN EMPLOYEE**

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ORDER NO: 23085

WHEREAS, it is the recommendation of Wendy Lang, Juvenile Director, that Brandy P. Allen currently a Facilities Maintenance Worker/Custodian, in the Maintenance Department, Salary Range B, Step 5, at \$3463 per month, be promoted to the position of Prevention Specialist Coordinator, in the Juvenile Department, Salary Range E, Step 1, at \$3819 per month.

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

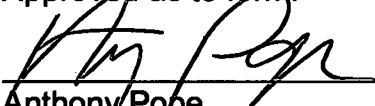
WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation;

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated recommendation be in effect as of May 4, 2022.

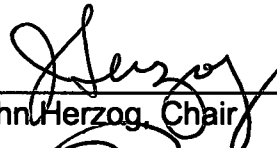
Dated this 4th day of May, 2022

CURRY COUNTY BOARD OF COMMISSIONERS

Approved as to form:



Anthony Pope
Curry County Legal Counsel



John Herzog, Chair

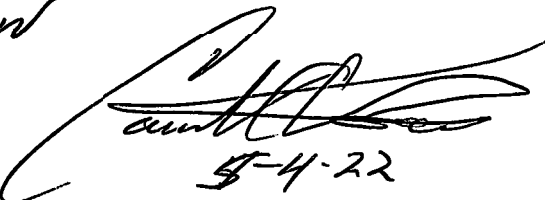


Christopher S Paasch, Vice Chair



Court Boice, Commissioner

Fully Support Promotion



5-4-22

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Prevention Specialist Coordinator

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

January 2022

POSITION SUMMARY:

This position is funded through SAMHSA and is administered through the State of Oregon by the 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:

An employee in this class will be assigned to coordinate with the state to develop an ADPEP Plan for Curry County and implement that plan each biennium through evidence-based strategies.

Work is accomplished under the supervision of the Juvenile Department Director but occasionally receives assistance and supervision from Oregon Health Authority.

Examples of Work: (Illustrative only)

Duties assigned to this classification include, but are not limited to, the following examples.

Alcohol and Drug Prevention Education Program (ADPEP)

1. This position will coordinate a County ADPEP plan among state and community partners. The plan will focus on: reducing health disparities in our county and state, engage organizations and communities in prevention, develop partnerships that improve the health of all Oregonians, address the leading causes of death and disability, address the risk factors which lead to chronic disease and substance use disorder or dependence, use data for decision making, setting priorities and defining and tracking health outcomes and plan and implement evidence-based interventions.

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JOB TITLE: Prevention Specialist Coordinator – Page 2

ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)

2. Fulfill grant responsibilities: eLearning Modules, in person or webinar trainings, community practice sessions, regional support networking, attend grantee/contractor meetings, and attend annual conference.
3. Coordinate the Tobacco Prevention Education Program (TPEP) to submit shared strategies at the local level.
4. Submit quarterly and annual reporting as required by the funders.

Assist the Curry County Juvenile Department Operations Manager, Director and other staff as directed.

1. Reception, clerical and other duties as assigned.
2. Youth support and program assistance.
3. Office and staff coverage.

SUPERVISORY RESPONSIBILITIES:

Position normally does not supervise others.

QUALIFICATION REQUIREMENTS:

Considerable knowledge of Oregon's Alcohol and Drug Prevention and Education Program and Oregon's Tobacco Education and Prevention Program.

Ability to prepare accurate and complete reports; communicate effectively both verbally and in writing; develop and maintain effective working relationships with the state, county, and local partners.

Skilled in computers, social media, webinars, and distant learning.

Skilled in working with prevention plans and strategies.

Must be comfortable working with youth and be clear and concise regarding confidentiality in the workplace.

Must pass and Oregon background check to be Criminal Justice Information Services cleared.

Possession of a valid Oregon Driver License.

EDUCATION AND/OR EXPERIENCE:

AA Degree in general studies, social science field preferred, and/or at least one year experience working with prevention; or any satisfactory equivalent combination of education, experience and training.

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PHYSICAL DEMANDS:

Visual and hearing ability to comprehend written and verbal communication.

Ability to perform tasks involving physical activity, which may include bending, standing, walking, and sitting for long periods at a computer, is required.

Ability to handle stressful situations and conflicts with others.

Ability to attend public meetings.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

WORK ENVIRONMENT:

While the primary functions of this position are carried out in an office environment, some duties of this position require public meetings, community events and travel.