

**Substance Abuse Prevention Program Coordinator
Alcorn State University**

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Posted Apr. 9, 2024, set to expire Aug. 9, 2024

Job Title	Substance Abuse Prevention Program Coordinator
Department	Counseling
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Apr. 9, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Counseling Services
Job Website	https://jobopps.alcorn.edu/postings/7040

Apply By Email

Job Description

Coordinate and implement ASAPP (Alcorn Substance Abuse Prevention Program) activities. Monitor, assess and evaluate extent to which program goals and objectives are met.

Knowledge of:

- Best practices, techniques and other key information that is relevant to the primary prevention of substance abuse
- Basic understanding of the area of substance abuse, including familiarity with evidence-based research on development, implementation and evaluation of substance abuse prevention programs.
- Federal, state, and local laws, codes and regulations that relate to execution of job responsibilities/duties
- Policies and Procedures regarding daily operations of the Alcorn State University Counseling

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Services unit.

- Operational Standards set by the Mississippi Department of Mental Health/Bureau of Alcohol and Drug Services for substance abuse prevention projects
- Procedures of record keeping as required by ASU and MDMH
- American Psychological Association Code of Ethics
- Office procedures, methods and equipment including computers and applicable software and media technology

Skills :

- Possess excellent oral and written communication skills
- Possess interpersonal skills that facilitate effective communication with Counseling Services Staff, ASU students, faculty and staff and other individuals and entities who are served by Counseling Services
- Exhibit excellent organizational skills
- Develop and implement substance abuse outreach programs
- Exhibit a commitment to diverse and culturally competent/sensitive delivery of primary prevention services

Abilities:

- Work well with youth, young adults and others who are recipients of services provided by Counseling Services
- Effectively provide a range of substance abuse services to a diverse population
- Evaluate and analyze program outcomes
- Maintain accurate and complete records of program activities
- Interpret applicable laws and regulations including legal and ethical standards that impact substance abuse programs
- Establish collaborative relationships with other substance abuse prevention agencies/organizations

Essential Job Functions

Plan, develop, implement and evaluate substance abuse outreach programming (including delivery of

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a school-based primary prevention curriculum for middle school children in neighboring school system) that is designed to enhance the personal/wellness functioning of all participants.

- Provide consultation for participants on substance abuse issues
- Attend workshops and conferences relating to Substance Abuse Prevention required by the Bureau of Alcohol and Drug Services (BADs)
- Work with other relevant entities in the community to address the issues of substance abuse
- Prepare weekly and monthly reports of substance abuse services, activities, and outcome measures. Assure compliance with grant by entering required data/statistical reports into Data-Gadget or other designated web-based system, in accordance with specifications and/or directives set forth by MDMH.
- Establish referral sources through networking and attending local/regional meetings of associations that promote substance abuse prevention.
- Follow National Best Practices for Substance Abuse Prevention
- Demonstrate a clear understanding of and commitment to primary prevention, community organizing, and planning, specifically in relation to daily functioning of the ASAPP
- Coordinate and conduct informational/educational workshops, support groups, and/or focus groups that promote primary prevention in reducing risk for negative outcomes.
- Complete other related duties assigned by Project Supervisor/Director

Qualifications

Bachelor's Degree required. Master's Degree in Behavioral Health or related field preferred. Minimum of three (3) years work experience in a Substance Abuse Prevention Program.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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