



**TRI-TOWN YOUTH SERVICES BUREAU  
PREVENTION & WELLNESS PROGRAM DIRECTOR**

**JOB DESCRIPTION: PREVENTION AND WELLNESS PROGRAM DIRECTOR**

- I. Primary Function:** *Manage the Tri-Town Wellness Coalition (including an active youth coalition) and implement specific projects related to mental health promotion and the prevention of adolescent substance use, suicide and cyberbullying or mean-spirited behavior.*
  
- II. Basic functions of the Prevention and Wellness Program Director**
  - A. With Executive Director and Wellness Coalition Members, formulate goals and objectives of the Coalition in compliance with funding sources. Work with volunteers to research evidence-based programs, policies, and local changes to prevent high risk behavior including suicide and substance use.
  - B. Partner with local schools (elementary, middle and high school) to provide age-appropriate prevention education and promote mental health and wellness. Implement 4 WELLNESS sixth grade education program, facilitate high school Peer Advocate Training Program and support youth coalition activities.
  - C. Represent the Wellness Coalition in the community; provide clear voice for mental health promotion and prevention in Chester, Deep River and Essex. Host presentations on adolescent brain development, substance use and mental health planning.
  - D. Use SAMHSA's **Strategic Prevention Framework** to plan, implement and evaluate coalition activities.
    - a. Coordinate Coalition efforts for assessing and analyzing root causes of high-risk adolescent behavior; develop comprehensive strategies, and implement identified solutions, as needed.
    - b. Conduct program evaluation; maintain and develop strategic planning documents; collect, input and analyze data; generate reports for stakeholders as well as the broader community.
  - E. Work with Development Director to create a comprehensive 12-month Marketing Strategy to include: monthly behavioral health themes, key facts and information and large-scale/community-wide multi-media campaigns.

Responsibilities of Prevention and Wellness Program Director, continued.

- III. Responsibilities of the Prevention and Wellness Program Director**
  - A. Maintain accountability to Executive Director, Wellness Coalition and funding organizations.
  - B. Assist with reporting to federal, state and local grant programs.
  - C. Work with Executive Director to execute series of Wellness Coalition meetings and educational events for community. Facilitate student-led youth coalition meetings and schoolwide events.
  - D. Attend meetings of CT Association of Prevention Professionals, CT Suicide Advisory Board and Regional Behavioral Health Action Organization. Build regional partnerships.
  - E. Establish and maintain public relations and working relationships with appropriate individuals and organizations of various sectors throughout the community through trainings, presentations, public speaking, and other forums.
  
- IV. Minimum Requirements**
  - A. Masters' Degree in public health, administration, community development, social work or related field OR Bachelor's degree and minimum of three years of work related to mental health promotion and/or youth substance abuse prevention.
  - B. Certified Prevention Specialist or evidence of recent and ongoing professional development related to health promotion and prevention.
  - C. Capabilities in project management, including establishing goals, timelines, monitoring progress and deliverables, and reporting out.
  - D. Proficiency in using Microsoft Office (Word, Excel, Power-Point, etc.)
  - E. Outstanding written and oral communication, presentation and facilitation skills.
  - F. CT Driver's License, Automobile Insurance Coverage
  
- V. Terms and Benefits**
  - A. Full time, 35 hours per week. Participation in some evening and weekend events required.
  - B. Paid vacation and holidays.
  - C. Supervision will be provided by Executive Director.
  - D. Mileage will be reimbursed for travel related to prevention work.
  
- VI. How to Apply**
  - A. Submit Cover Letter and Resume to [Info@ttysb.org](mailto:Info@ttysb.org) for consideration.