

## **JOB TITLE: CHEMICAL HEALTH COORDINATOR**

**Reports to:** High School Principal

**Job Summary:** This position will work with building administration to provide a variety of services related to the prevention of chemical use and abuse such as, individual sessions, group sessions, chemical health education, family support and guidance, triage coordination, prevention education, and staff support.

### **Essential functions of the job include but are not limited to the following:**

- Foster programs and environments that ensure the educational and personal growth and development of each learner.
- Work with administration to coordinate chemical awareness/prevention/intervention/recovery, risk assessments and curriculum services.
- Develop, coordinate, and implement alcohol and drug prevention/education programs and activities that complement the curriculum district wide.
- Develop and implement a Parent Education series component to aid in the ongoing knowledge base of our community..
- Develop and utilize practices along with building administration procedures to provide for individual, and/or group intervention.
- Coordinate home, school, and community resources in addressing a crisis situation.
- Coordinate follow-up rehabilitation services referral as needed.
- Be available as a resource to staff members.
- Serve as an active member of our Student Intervention Team
- Coordinate and make available materials and resources for students, staff, and parents/community related to chemical prevention, use, abuse, or dependency.
- Facilitate groups of students
- Assist with the coordination of efforts among staff in the development of comprehensive district-wide chemical education programs.
- Maintain appropriate records and files related to counseling services rendered to students.
- Collaborate with related community agencies and resources.

### **Other functions of the job include but are not limited to the following:**

- Maintain participation in professional organization, and keep abreast of education changes and development.
- Provide ongoing staff development to address chemical use in student's families and community in general.
- Participate in staff development training programs as assigned.
- Other duties as assigned

### **Knowledge, Skills and Abilities Required:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's Degree with coursework in psychology, counseling, or social work required, or equivalent combination of education and experience.
- License from professional licensing organization required; licensed Alcohol and Drug Counselor (LADC) preferred.

## **JOB TITLE: CHEMICAL HEALTH COORDINATOR (cont.)**

### **Knowledge, Skills and Abilities Required (cont.)**

- Experience working within a school setting or with young adults.
- Experience with grant funding sources preferred.
- Strong leadership and collaboration skills.
- Excellent oral and written communication skills.
- Ability to research and implement information with regard to chemical education
- Ability to establish and maintain effective working relationships with external agencies, similar professionals, staff, students and the general public
- Ability to mediate conflict and assist groups and individuals in reaching consensus
- Superior human relations skills.
- Thorough knowledge of community resources and intervention techniques.
- Excellent computer skills
- Must have the ability and proven record of reporting to work on a regular and punctual basis.

### **Physical Requirements:**

Regularly required to sit, stand, walk, talk, hear, operate a computer and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds. Vision abilities required include close vision.

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