

Sample Wellness Prevention Coalition Coordinator

Contract Summary: The duties of the Wellness Coordinator are to build and maintain a coalition of people and organizations committed to Behavioral health prevention and community wellness through education, advocacy, and support. The coordinator facilitates community assessment, capacity building, planning, implementation, and evaluation of the activities of the Community Wellness Prevention Coalition whose goal is to minimize the community's risk factors while strengthening its protective factors.

Essential Functions:

1. Responsible to build and maintain membership in the Wellness Prevention Coalition, including scheduling training of new and existing members.
2. Coordinator duties to DHSS or other grantors
 - a. Facilitates grant writing and submits yearly continuation grants as needed.
 - b. Facilitates development and oversees the annual DHSS (or other grantor) budget.
 - c. Maintains relationship with grant program manager regarding activities related to outcomes.
 - d. Completes quarterly and bi-annual reports to grantor by due date.
3. Facilitates the coalition in the planning, implementation and evaluation of goals and objectives, through designated projects and activities.
4. Utilizes the Strategic Prevention Framework (SPF), a five-step process to promote a healthy community, reduce risk-taking behaviors, build assets and resilience, and prevent problem behaviors across the lifespan such as substance use/abuse issues. Utilizes the SPF to further develop a coalition that models comprehensive, collaborative, and culturally competent approaches to substance abuse prevention, and community wellness.
5. Serves as a liaison between the coalition and the town, police, schools, mental health organizations, health care providers, the business community, media, religious organizations and other relevant community coalitions, task forces and other organizations. Informs organizations about the coalition's efforts and assists them with their wellness efforts when it complements the goals of the coalition. Secures partnerships with organizations and serves on relevant committees.
6. Facilitates data collection for needs and outcomes assessments; writes related reports; presents to coalition.
7. Organizes and facilitates as least 2 (a minimum of) coalition or committee meetings per month.
8. Researches best practices for community-based substance abuse and youth substance use prevention and wellness initiatives.

Other Duties:

1. Attends meetings and trainings as required.
2. Presents coalition data and information at public meetings.
3. Other duties as assigned by the needs of the coalition.