CPWI Community Coalition Coordinator

New Hire Qualifications Checklist

Date submitted to Division of Behavioral Health & Recovery (DBHR):

CPWI Community Name:

Contact Person Submitting this form:

Contact email address:

Anticipated Start Date of new CPWI Community Coalition Coordinator:

## County/Contractor please complete this form and submit via email to your DBHR Prevention System Manager for review.

### The following are required Community Coalition Coordinator qualifications to ensure the coalition is successfully supported***.***

### ***Please check the box if your new hire candidate meets the qualification requirement.***

##### Required Community Coalition Coordinator Qualifications:

##### Bachelor’s Degree in Education, Health Education, Communications, Social Sciences, or closely related field.

Certified Prevention Professional.

Two years of work experience in community organizing, program coordination, or community-based programs involving youth, drug/alcohol/tobacco abuse, or other related community health prevention or counseling.

Working knowledge of substance abuse prevention and prevention science, community development and mobilization, youth development principles, and community organizing approaches.

Demonstrated ability to create and sustain effective relationships with community partners, foster and share leadership among individuals in the community, and build bridges among diverse community members and organizations.

##### Desired Work Skills:

Organization skills, excellent oral and written communication, public speaking and training skills, and group and meeting facilitation skills.

Proficient computer skills.

Learns new concepts quickly and is self-motivated with ability to work independently.

Possesses knowledge of local organizations, services available and the community to be served.

## DBHR Review:

## Name of DBHR staff reviewing checklist:

###### Date form returned to County/Contractor**:**

###### Community Coalition Coordinator appears to meet Required Qualifications from information provided.

###### Community Coalition Coordinator does not appear to meet one or more of these qualifications, **please submit** a **training plan** to your DBHR Contract Manager within 30 days of new hire’s start date per the contract requirement.