

Position title	Fellow (1.0 FTE)
DBHR Position Supervisor	Alicia Hughes, Strategic Development and Policy Supervisor, SUD Prevention and MH Promotion
WSU Supervisor	Laura Hill, Washington State University
Summary of duties:	<p>The Fellow will be hired and managed by Washington State University (WSU) for a ten (10) month Fellowship with DBHR. In Phase One, the Fellow will spend three (3) months in the DBHR office, gaining an understanding of the statewide prevention system. In Phase Two, the Fellow will then spend three (3) months in an existing Community Prevention and Wellness Initiative (CPWI) community, mentoring under an existing CPWI Coordinator and assisting the Coalition as appropriate. In the final Phase Three, the Fellow will be placed in a high-need community without an existing CPWI or Drug Free Community (DFC) Coalition, and assist the community with building a coalition, gathering key leaders, and beginning the “Getting Started” phase of the CPWI model.</p> <p>This position will provide support to providers and Prevention System Managers for prevention service contracts and state projects, including technical assistance to local communities that are working towards wellness through substance abuse prevention and mental health promotion efforts.</p>
Job Function	Increase capacity of high-need communities to implement effective prevention services.
Is this an essential duty?	Yes
Percent of time to perform the function”	List the duties it takes to complete the job function –
5%	<ul style="list-style-type: none"> • Increase capacity of communities to convene a group of key stakeholders and community representatives. • Disseminate information and deliver presentations to various audiences and high-need communities on topics related to alcohol and other drug prevention strategies.
Job Function	Learn skills to be effective in working with prevention staff and providers in the field.
Is this an essential duty?	Yes
Percent of time to perform the function”	List the duties it takes to complete the job function –
	<ul style="list-style-type: none"> • Lead activities such as trainings (including, but not limited to, cultural competency), technical assistance calls, contract management activities, and other duties as assigned under the supervision of the Prevention Systems Development Manager, or designee. • Practice professional communication across organizations and with community agencies.

Job Function	Coordinate and actively participate in the SUD Prevention and MH Promotion team projects as needed.
Is this an essential duty?	Yes
Percent of time to perform the function	List the duties it takes to complete the job function –
5%	<ul style="list-style-type: none"> • Participate in SUD Prevention and MH Promotion internal meetings and conferences as required as well as other prevention stakeholders. • Participates in planning and implementing prevention strategies and special meetings. • Attend prevention conferences and training events as well as staying updated on prevention strategies and outcomes by review of research studies and prevention program reports.
Required Qualifications	<ul style="list-style-type: none"> • Obtained, or working towards, a Bachelor’s degree in a relevant field. • Skills in providing training to culturally diverse audiences on prevention and health promotion topics. • Skills to communicate effectively both orally and in writing. • Position requires a valid driver’s license. • Extensive travel statewide. • Ability to work non-standard work hours. • Proficient in MS office products including Word, Outlook, and Excel.
Preferred Qualifications	<ul style="list-style-type: none"> • Experience working with ethnic and other minority communities. • Experience in contract management, communications, and social marketing practices. • One year of successful experience developing and managing state level projects. • Ability to design effective work processes’ to fulfill program goals and objectives.
Skills and Competencies	<ul style="list-style-type: none"> • Knowledge of current substance use disorder prevention, treatment and recovery efforts, research, and effective strategies. • Ability to organize, coordinate, and manage complex statewide projects. • Ability to interpret policy and guidelines, and use independent judgment for critical decisions when faced with conflicting demands. • Ability to utilize electronic communication, word processing, spreadsheets, and databases. • Ability to write clear, concise and grammatically correct letters, reports and other forms of communications. • Excellent organizational and multi-tasking skills.

	<ul style="list-style-type: none">• Experience working independently as well as an effective team member.• Strong interpersonal communication skills.
Mental Requirements	Ability to reason logically. Ability to communicate effectively both orally and in writing. Ability to effectively interact with people in a positive manner. Ability to apply technical knowledge. Ability to apply information in stressful situations. Ability to deal simultaneously with several problems. Ability to maintain regular attendance and be punctual. Ability to comprehend complex problems and reach reasonable conclusions. Ability to use mental skills to recall, analyze, and organize information to make complex decisions.