



## CONTRACT AMENDMENT EUDL Project

DSHS CONTRACT NUMBER:  
1163-27318

Amendment No. 02

This Contract Amendment is between the State of Washington Department of Social and Health Services (DSHS) and the Contractor identified below.

Program Contract Number

Contractor Contract Number

CONTRACTOR NAME		CONTRACTOR doing business as (DBA)	
Pacific County			
CONTRACTOR ADDRESS		WASHINGTON UNIFORM BUSINESS IDENTIFIER (UBI)	DSHS INDEX NUMBER
1216 West Robert Bush Drive Post Office Box 26 South Bend, WA 98586-		- -	1231
CONTRACTOR CONTACT	CONTRACTOR TELEPHONE	CONTRACTOR FAX	CONTRACTOR E-MAIL ADDRESS
Katie Lindstrom	(360) 875-9343	(360) 875-9323	koien@co.pacific.wa.us
DSHS ADMINISTRATION		DSHS DIVISION	DSHS CONTRACT CODE
Aging and Disability Services Administration		Division of Behavioral Health and Recovery	1611CS-63
DSHS CONTACT NAME AND TITLE		DSHS CONTACT ADDRESS	
Tiffany Villines Administrator		4500 10th Avenue SE  Lacey, WA 98503	
DSHS CONTACT TELEPHONE	DSHS CONTACT FAX	DSHS CONTACT E-MAIL ADDRESS	
(360) 725-3726	(360) 586-0341	tiffany.villines@dshs.wa.gov	
IS THE CONTRACTOR A SUBRECIPIENT FOR PURPOSES OF THIS CONTRACT?		CFDA NUMBERS	
Yes		93.959	
AMENDMENT START DATE	CONTRACT END DATE		
05/10/2012	06/30/2013		
PRIOR MAXIMUM CONTRACT AMOUNT	AMOUNT OF INCREASE OR DECREASE	TOTAL MAXIMUM CONTRACT AMOUNT	
\$606,865.00	\$200,788.00	\$807,653.00	
REASON FOR AMENDMENT; CHANGE OR CORRECT OTHER: SEE PAGE TWO			
<b>ATTACHMENTS.</b> When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract Amendment by reference: <input checked="" type="checkbox"/> Additional Exhibits (specify): Exhibit A, Award & Revenues; Exhibit C, County Implementation and Development Schedule; Exhibit D, Community Coordinator Overview and Hiring Guidelines; Exhibit E, Sample Coordinator Position Description			
This Contract Amendment, including all Exhibits and other documents incorporated by reference, contains all of the terms and conditions agreed upon by the parties as changes to the original Contract. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract Amendment shall be deemed to exist or bind the parties. All other terms and conditions of the original Contract remain in full force and effect. The parties signing below warrant that they have read and understand this Contract Amendment, and have authority to enter into this Contract Amendment.			
CONTRACTOR SIGNATURE	PRINTED NAME AND TITLE	DATE SIGNED	
DSHS SIGNATURE	PRINTED NAME AND TITLE	DATE SIGNED	
	Eric Crawford, Senior Contracts Manager		

This Contract between the State of Washington Department of Social and Health Services (DSHS) and the Contractor is hereby amended as follows:

1. The following funding source amounts are modified in the County contracts listed below:
  - a. For State Fiscal Year 2012, SAPT: Benton/Franklin; Pacific; Beacon of Hope; Pend Orielle; Columbia; Skamania; Garfield and Whitman (Palouse River Counseling).
  - b. For State Fiscal Year 2012, State GIA: Benton/Franklin; Pacific; San Juan; Pend Orielle; Columbia; Skamania; Spokane; Garfield; Whitman and Lewis.
  - c. For State Fiscal Year 2012, DL/ADATSA: Benton/Franklin; Pacific; San Juan; Pend Orielle; Columbia; Skamania; Garfield, Island and Lewis.
  - d. For State Fiscal Year **2013**, all funding sources (SAPT, State GIA and DL/ADATSA) will be modified for all counties providing treatment services.
2. A new subsection is added to Section 5, Statement of Work, subsection i, Screening and Assessment as follows:
  - (5) The maximum number of DBHR-funded assessments provided to each client, within a one year period, is two (2).
3. A new subsection is added to Section 5, Statement of Work, Subsection k, Youth Outpatient Services as follows:

(7) Guiding Principles for Youth Services

Behavioral health services, described in the Statement of Work above, will be delivered in accordance with the DSHS Guiding Principles listed below.

- (a) Family and Youth Voice and Choice: Family and youth voice, choice and preferences are intentionally elicited and prioritized during all phases of the process, including planning, delivery, transition, and evaluation of services.
- (b) Family-focused and Youth-centered: Services and interventions are family-focused and child-centered from the first contact with or about the family or child.
- (c) Team-based: Services and supports are planned and delivered through a multi-agency, collaborative teaming approach. Team members are chosen by the family and connected to them through natural, community, and formal support and service relationships. The team works together to develop and implement a plan to address unmet needs and work toward the family's vision.
- (d) Natural Supports: The team actively seeks out and encourages the full participation of team members drawn from family members' networks of interpersonal and community relationships (e.g. friends, neighbors, community and faith-based organizations). The recovery plan reflects activities and interventions that draw on sources of natural support to promote recovery and resiliency.
- (e) Collaboration: The system responds effectively to the behavioral health needs of multi-system involved youth and their caregivers, including children in the child welfare, juvenile justice, developmental disabilities, substance abuse, primary care, and education systems.

- (f) Culturally Relevant: Services are culturally relevant and provided with respect for the values, preferences, beliefs, culture, and identity of the youth and family and their community.
- (g) Individualized: Services, strategies, and supports are individualized and tailored to the unique strengths and needs of each youth and family. They are altered when necessary to meet changing needs and goals or in response to poor outcomes.
- (h) Outcome-based: Based on the family's needs and vision, the team develops goals and strategies, ties them to observable indicators of success, monitors progress in terms of these indicators, and revises the plan accordingly. Services and supports are persistent and flexible so as to overcome setbacks and achieve their intended goals and outcomes.

4. The attached Award & Revenues page, Exhibit A, replaces the previous one.
5. The maximum consideration for the entire contract is increased by \$200,788 to \$807,653.
6. The following Law Enforcement and Communities Partnering to Reduce Underage Drinking Project, hereafter referred to as the Enforcing Underage Drinking Laws (EUDL) Project, is added to the contract:
7. **Definitions Specific to Special Terms.** The words and phrases listed below, as used in this Contract for the EUDL Project, shall each have the following definitions:
  - a. **Community Coalition** - A formal arrangement for collaboration between sectors of a community in which each group retains its identity, but all agree to work together toward a common goal of building a safe, healthy, and drug-free community.
  - b. **Community Coordinator** – Community-level .5 FTE that is responsible for the day-to-day management of the project and acts as the liaison between the community, the State Project Manager, and the project Evaluator.
  - c. **Enforcing Underage Drinking Laws** – EUDL refers to specific federal funding that is targeted for underage drinking prevention through enforcement.
  - d. **EUDL State Project Manager (Project Manager)** – DBHR staff person who will manage this contract and serve as the primary point of contact within DBHR for the Community Coordinator.
  - e. **Evaluation and Monitoring Plan** – Document created by local community coalition which outlines what local data will be collected to measure project implementation and outcomes and how the overall project will be monitored to ensure compliance.
  - f. **Office of Juvenile Justice and Delinquency Prevention (OJJDP)** – Federal agency where EUDL funding originates and where DBHR will send progress reports on this project
  - g. **Project Work Plan** – Document created at the start of project where a local management information system (MIS) is established and a logic model with related action steps are developed.
  - h. **Washington State Coalition to Reduce Underage Drinking (RUaD)** – RUaD is a coalition comprised of 24 statewide agencies and organizations that provides state-level leadership to reduce underage drinking by leveraging resources and strengthening communities.
  - i. **Washington State Prevention Summit** – Annual training and networking opportunity for youth, volunteers and professionals working toward prevention of substance abuse.

## 8. Performance Work Statement

The EUDL Project will have a pilot community coalition, in Long Beach, work with law enforcement, schools, media, and local elected officials on a comprehensive mix of strategies and approaches to reduce underage alcohol use. Work on this project will inform the underage drinking prevention field by modeling successful partnerships for use in other parts of the state.

To implement the EUDL Project the Contractor shall provide the services and staff, and otherwise do all things necessary for or incidental to the Performance Work Statement, as set forth below:

- a. Develop and sustain a relationship with a community coalition in which the coalition provides policy and programming direction for the EUDL Project.
- b. Hire a qualified .5 FTE Community Coordinator by July 16, 2012. The Community Coordinator shall work with coalition members and other community partners following the guidance provided in **Community Coordinator Overview and Hiring Guidelines, Exhibit D** and the **Sample Community Coordinator Position Description, Exhibit E**.
- c. Follow a project planning process prescribed by DBHR to develop a project work plan for implementing the items in the performance work statement, according to the **Community Implementation and Development Schedule, Exhibit C**, and submit that plan to the Project Manager for review. Make corrections to the plan based on Project Manager's review. No funds are authorized for expense on program implementation until the project work plan is approved by the Project Manager.
- d. Assurance there is a subscription to the DoView strategic planning and outcomes software ([www.doview.com](http://www.doview.com)) for use by pilot communities in documenting the planning process. Active subscription shall be maintained through the entire contract period. Utilize the DoView software to visually represent the project work plan and project outcomes as an 'outcomes model'. Post the outcomes model on a website associated with the coalition in the pilot community where it can be accessed by coalition members, the Project Manager, other DBHR staff, and federal Office of Juvenile Justice and Delinquency Prevention (OJJDP) staff or their delegates. Update the DoView "outcomes model" as the project work plan is implemented and outcomes are achieved.
- e. Participate in teleconferences, videoconferences and in-person meetings with the Project Manager, other pilot communities, Washington State Coalition to Reduce Underage Drinking (RUaD) or its impact teams, and federal Office of Juvenile Justice and Delinquency Prevention (OJJDP) staff or their delegates, according to **Exhibit C**.
- f. Complete all required reporting according to **Exhibit C**.
  - (1) Reporting shall include a narrative report of no more than three (3) pages using the EUDL Project Monthly Report Form (to be provided by the Project Manager). Each report shall describe:
    - (a) Work done on each primary item in the performance work statement and the project work plan;
    - (b) Challenges encountered in the implementation and delivery of the performance work statement and project work plan; and, how the contractor will address those challenges in the future;
    - (c) The link to the current DoView "outcomes model" and a narrative description of what changes were made in the project work plan or outcomes during the reporting period;
    - (d) New connections made or relationships developed as a result of the implementation of the performance work statement;

- (e) New techniques or methodologies utilized in the implementation of the performance work statement and the project work plan; and
  - (f) Technical assistance or training received during the reporting period and description of how the technical assistance or training helped or did not help the EUDL Project.
- g. Participate fully in development and implementation of an evaluation and monitoring plan and utilize information produced from that plan to work with the coalition to adjust implementation of strategies, as needed.
- h. Participate as presenter in a workshop about the implementation experience of EUDL Project at the annual Washington State Prevention Summit or its successor, **Exhibit C**.

**9. Consideration**

- a. The maximum consideration for the EUDL Project is \$115,000; administration costs of eight (8) percent are included in the maximum consideration.
- b. EUDL Project funds are allocated for this contract until June 30, 2013. The source of funds is the Enforcing Underage Drinking Laws Discretionary Grant, Award No. 2010-AH-FX-K016, CFDA 16.727.
- c. While the contract ends on June 30, 2013 the EUDL funds are available until September 30, 2013 therefore, underutilized funds remaining at the end of the contract period may be used to support implementation of the project through the end of the grant, as approved by the Project Manager.

**10. Billing and Payment**

- a. Invoice System. The Contractor shall submit invoices for actual costs using State Form A-19 Invoice Voucher, or such other form as designated by DSHS. Consideration for services rendered shall be payable upon receipt and approval of properly completed invoices which shall be submitted to the Project Manager not more often than monthly. The invoices shall describe and document to DSHS' satisfaction a description of the work performed, activities accomplished, the progress of the project, and fees.
- b. Final billing for this project shall be submitted within 30 days of the contract end date.

- 11.** Exhibits C, D, and E are attached to this amendment.

**12. Performance Based Contracting**

Monthly Reporting: Upon the third time the EUDL Project Monthly Report Form is not received by the Project Manager by the monthly due date, the administration costs percentage shall be reduced to five (5) percent and will be reflected in the following month's billing. The reduction will then apply for any subsequent month the due date is not met.

## AWARD AND REVENUES 2011-2013 Biennium

COUNTY Pacific

PROGRAM AGREEMENT NUMBER 1163-27318

The above named County(ies), is hereby awarded the following amounts for the purposes listed.

### REVENUE

<u>SOURCE CODE:</u>	<u>TYPE OF SERVICE</u>	<u>AWARD AMOUNTS</u>			<u>Total 11-13 Biennium</u>
		<u>SFY 12</u>	<u>SFY 13</u>	<u>Biennial Funds</u>	
333.99.59	<b>SAPT Grant-in-Aid</b>	<b>\$69,120</b>	<b>\$59,641</b>		<b>\$128,761</b>
	<i>SAPT Base</i>	\$36,792	\$27,313		\$64,105
	<i>Prevention</i>	\$29,828	\$29,828		\$59,656
	<i>Community Prevention Training</i>	\$2,500	\$2,500		\$5,000
334.04.6X	<b>State Grant-in-Aid</b>	<b>\$191,036</b>	<b>\$145,083</b>		<b>\$336,119</b>
	<i>State GIA Administration</i>	\$23,434	\$17,731		\$41,165
334.04.6X	<b>State Grant-in-Aid/CJTA Funds (Biennial)</b>			<b>\$11,256</b>	<b>\$11,256</b>
	<i>State GIA/CJTA Funds Admin (Biennial)</i>			\$978	\$978
334.04.6X	<b>Criminal Justice Treatment Account (Biennial)</b>			<b>\$148,340</b>	\$148,340
334.04.6X	<b>Drug Court - State Funds</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>
	<b><u>STATE - SPECIAL PROJECTS</u></b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>
334.04.6X	<i>TANF Treatment Services</i>	\$0	\$0		\$0
334.04.6X	<i>CA Parents in Reunification</i>	\$0	\$0		\$0
	<b><u>FEDERAL GRANTS</u></b>	<b>\$39,167</b>	<b>\$29,010</b>	<b>\$115,000</b>	<b>\$183,177</b>
333.97.78	<i>TXIX - Fed Waiver for DL and ADATSA clients ONLY</i>	\$39,167	\$29,010		\$68,177
333.16.7X	<i>Enforcing Underage Drinking Laws (EUDL)</i>			\$115,000	\$115,000
<b>Total Federal Funds</b>		<b>\$108,287</b>	<b>\$88,651</b>	<b>\$115,000</b>	<b>\$311,938</b>
<b>Total State Funds</b>		<b>\$191,036</b>	<b>\$145,083</b>	<b>\$159,596</b>	<b>\$495,715</b>
<b>TOTAL ALL AWARDS</b>		<b>\$299,323</b>	<b>\$233,734</b>	<b>\$274,596</b>	<b>\$807,653</b>

### Federal CFDA:

SAPT Grant-in-Aid - CFDA 93.959 Substance Abuse and Mental Health Services Administration (SAMHSA)

Title XIX - CFDA 93.778

EUDL Discretionary Grant- CFDA 16.727

### Criminal Justice Treatment Account

Criminal Justice Treatment Account (CJTA) funds are awarded to counties on a biennial basis.

No more than 10% of the CJTA and Drug Court award may be spent on BARS 566.11 for County Only Administration.

No more than 10% of the CJTA and Drug Court award may be spent on BARS 566.11 for Drug Court Administration.

County participation match programs include State Grant-in-Aid, Federal SAPT Grant-in-Aid, TXIX Fed Wvr and CJTA.

**Law Enforcement and Communities Partnering to Reduce Underage Drinking  
(The “EUDL Project”)  
Community Implementation and Development Schedule**

Unless an original signature is required, all forms can be submitted electronically. When submitted, forms shall be complete, submitted on or before the due date, and submitted to the designated person.

<b>Deliverable</b>	<b>Date Due</b>	<b>Forms or Methods</b>	<b>Who Does It Go To</b>
Project work plan that includes evaluation/monitoring plan and expected outcomes developed and submitted	On or before July 23, 2012	EUDL Project forms and methods	State EUDL Project Manager
Project work plan accepted by EUDL Project Manager	On or before August 6, 2012	EUDL Project forms and methods	State EUDL Project Manager
Post the initial DoView “outcomes model” on a website.	Within 5 business days following the acceptance of project work plan by the Project Manager.	DoView	Public access to strategic plan and outcomes
Implement strategies described in project work plan and update DoView “outcomes model” as changes occur	Ongoing, following acceptance of plan by the Project Manager	DoView	Public access to strategic plan and outcomes
The Contractor shall issue an annual press release about the EUDL Project and most current information about underage alcohol consumption in the community.	On or before July 9, 2012.	EUDL Project forms and methods	State EUDL Project Manager
Monthly reports, using the EUDL Project Monthly Report Form.	On or before the 15th of each month	EUDL Project forms and methods	State EUDL Project Manager
Monthly PBPS reporting, using a new Environmental Strategies Module.	On or before the 15th of each month	EUDL Project forms and methods	State EUDL Project Manager
Billings and supportive	Submitted by	EUDL Project forms	State EUDL

documentation	the 15th of the month following the month expenses were incurred	and methods	Project Manager
Multiple occurrence technical assistance and/or training events MANDATORY	4th Thursday of each month, beginning June 2012 (EUDL Project Community Coordinators' teleconference or videoconference)		
Single occurrence training events MANDATORY	Early November 2012 – (EUDL Project Community Coordinators and Community Coalition Leadership Meeting, Washington State Prevention Summit, Yakima, WA)		
Single occurrence training events, Continued MANDATORY	Spring 2013 – meeting with EUDL Discretionary Grant Assessment Team (most likely a two-day commitment in Olympia, WA)		

**Law Enforcement and Communities Partnering to Reduce Underage Drinking  
The “EUDL Project”  
Community Coordinator Overview and Hiring Guidelines**

**1. The fiscal agent and community coalition shall hire a .5 FTE Community Coordinator for the EUDL Project**

The Community Coordinator shall be subject to the employment rules and regulations of the local agency or organization that hires them.

The Community Coordinator shall work with the Community Coalition to implement a prescribed series of underage drinking prevention strategies that are enforcement related. In addition, the Community Coordinator will use a prescribed planning process to create a project work plan that includes the use of the DoView strategic planning and outcomes software, and a local management information system (MIS) to collect local data. The Community Coordinator will also help the Community Coalition mobilize the community into action against youth alcohol use. The Community Coordinator shall also be the liaison between the community and EUDL Project Manager and Evaluator on the EUDL Project.

The Community Coordinator shall provide staff support to the leadership of the Community Coalition and shall report at meetings about progress made towards implementing the project work plan. Coalition meetings will be led and facilitated by coalition members, not by the Community Coordinator. The Community Coordinator shall not be a member of the coalition.

The Community Coordinator shall oversee the implementation of the project work plan developed by the Community Coalition and shall ensure that all reporting is completed, accurate and submitted in a timely manner and that the DoView record of the project work plan and outcomes is current. The Community Coordinator shall ensure that data required for the evaluation and monitoring plan is collected in a timely manner and submitted appropriately to the EUDL Project Manager and Evaluator.

**2. Technical Assistance for the Community Coordinator and Community Coalition**

Assistance to implement the approved project work plan will come from the EUDL Project Manager and from the Evaluator.

**3. Salary and benefits for the Community Coordinator**

Over the course of the contract, the combination of the starting salary and benefits for the Community Coordinator position on the EUDL Project shall not exceed 60 percent of the total award (\$69,000) or be less than 40 percent of the total award (\$46,000).

**4. Selection of a Community Coordinator**

DBHR provides final approval for staffing. Contractor will send the resume and a justification to the EUDL Project Manager for review and approval. In a case where existing staff will take on these responsibilities, the contractor will still need to submit the resume and a justification to the EUDL Project Manager for review and approval.

If, at any time during the project period, there is a need to hire a new person for the Community Coordinator position, the contractor must follow the procedures outlined in item 5.

**5. Hiring process for the Community Coordinator**

a. Community Coordinator Selection Committee

The Community Coalition shall work with their fiscal agent to establish a Community Coordinator selection committee. The selection committee shall be representative of the cultural and ethnic make-up of the area to be served. The EUDL Project Manager shall participate as a full member of the selection committee and shall have the same voting privileges as any other member of the selection committee.

b. Advertising and Recruiting for the Community Coordinator

The selection committee shall advertise the Community Coordinator position in local and regional media and through appropriate electronic bulletin boards and list serves. Use of grant funds is allowed for advertising and promoting the hiring process. The selection committee shall develop recruitment and selection materials and shall arrange for collection of applications. A sample Community Coordinator job description is attached as Exhibit F. These sample materials may be enhanced to meet local needs.

c. Interviews of Community Coordinator Candidates

After reviewing the application materials, the selection committee shall determine which applicants to invite for interviews. The selection committee shall organize interviews for candidates and shall ensure that the interview panel is representative of the area to be served.

d. Interview Format

The selection committee shall develop a set of questions relevant to the desired job tasks and reflective of the community cultural make-up.

e. Interview Panel

The selection committee can organize a separate interview panel or serve as the interview panel themselves. The EUDL Project Manager shall participate as a full member of the interview panel and shall have the same voting privileges as any other member of the interview panel.

f. Checking references

(1) The interview panel shall ensure that references for applicants recommended for hire are contacted and asked about:

- (a) Any limitations the reference has about providing information about the candidate;
- (b) The context of the relationship the reference has with the candidate (e.g., employer, co-worker, community partner);
- (c) The areas that the reference can provide input about specific to the Community Coordinator position. (This will require that the reference is faxed or e-mailed a copy of the position description for the Community Coordinator position);
- (d) Input that the reference can provide about the candidate with regard to those specific areas;
- (e) How well the candidate works with co-workers and agency or organization partners; and,
- (f) Any other input the reference can provide that is pertinent to the Community Coordinator position.

(2) The interview panel shall ensure that a reference check report form is completed for each reference contacted for each candidate. The form shall address, at a minimum, the terms listed in Section 5 f. (1) (a through f).

g. Offers of Employment

The Community Coalition or hiring agency cannot extend an offer of employment to any candidate until authorized to do so by the EUDL Project Manager.

**Sample Coordinator Position Description  
for the  
Law Enforcement and Communities Partnering  
to Reduce Underage Drinking Project (The “EUDL Project”)**

**Position Overview**

The \_\_\_\_\_ (community sub-grantee) has received funding from Washington State’s Division of Behavioral Health and Recovery (DBHR) to develop and implement efforts to reduce underage drinking in \_\_\_\_\_ community.

\_\_\_\_\_ is now hiring a .5 FTE Community Coordinator for the Enforcing Underage Drinking Laws (EUDL) Project in \_\_\_\_\_ (name of community). The Community Coordinator is responsible for the day-to-day operations of project activities in the assigned community. The Community Coordinator will work with the community coalition to implement a comprehensive mix of underage drinking prevention strategies that are enforcement related. The Community Coordinator will also serve as the liaison between the community and staff from DBHR working on this project.

**Responsibilities**

The Community Coordinator will, at a minimum:

- Work with the community coalition to develop and implement a project work plan.
- Coordinate training and other capacity-building events necessary for completing implementation of the project work plan.
- Oversee implementation of the prevention and enforcement strategies required as part of this project.
- Participate fully in all required EUDL training and technical assistance events.
- Prepare and submit required reports according to designated schedule using forms and methods to be specified by the EUDL project.
- Provide staff support to the community coalition as related to this project. As appropriate, facilitate delegation of tasks, including but not limited to collecting, organizing, and analyzing data; community outreach and public relations related to this EUDL project.
- Report to the community coalition on progress toward the goals and objectives of the project work plan.
- Represent the EUDL project to the larger community.
- Coordinate community outreach efforts (presentations, newsletter, volunteer recruitment, etc.)
- Develop and implement plans for sustaining efforts and initiatives developed through the EUDL project.
- Develop and implement a working budget for the EUDL project.
- Establish systems for the community coalition to monitor the progress of the EUDL project implementation, budget status, and work of the Community Coordinator.
- Communicate with EUDL Project Manager and the Project Evaluator on behalf of the coalition and community, in the role of liaison.

## Requirements

- Bachelor's degree in Health Education, Social Sciences (e.g., Sociology, Psychology), Education (or related field) and one year of experience in community organizing, or at least three years' related equivalent education and experience.
- Demonstrated ability to form and sustain effective relationships with strategic partners, e.g., law enforcement, media, government agencies, schools, non-profit agencies, business and faith-based organizations.
- Ability to foster and share leadership among individuals in the community and build bridges among diverse community members and organizations.
- Excellent skills related to oral and written communication, public speaking, training, and group facilitation. Must be able to write clear, concise and grammatically correct letters, reports and other forms of communications.
- Demonstrated ability to speak effectively and professionally in public to a variety of audiences. Must possess professional demeanor.
- Demonstrated ability to identify problems, develop solutions and take the lead in solving problems.
- Must possess strong group facilitation skills and experience.
- Must be self-directed.
- Must have excellent organizational and multi-tasking skills.
- Local and occasional out-of-state travel required.
- Working knowledge of Word, Excel and ability to use the internet and work with database programs such as Access.
- *\*\* Other requirements (to be completed by community)*

## Preferred knowledge and skills

- Ability to develop and manage budgets.
- Ability to understand and prepare grant applications, and concept papers.
- Ability to work with youth boards and representatives.
- Current or former standing as Certified Prevention Professional (CPP) as recognized by a state prevention credentialing body.
- Experience in project management and/or strategic planning such as program development, developing and evaluating outcomes, conducting data analysis and evaluation, developing operations and marketing plans and developing timelines.
- Familiarity of local organizations, services, and the community to be served; experience with prevention efforts in this community.
- Understanding/working knowledge of youth-serving systems and agencies.
- A good sense of humor.
- Ability to learn new concepts quickly, self-motivated with ability to work independently.

## Hours

- Flexible hours.
- Some evenings and weekends required.

**Salary and benefits**

\*\* To be provided by community

**Application instructions**

\*\* To be provided by community

All other terms and conditions of this Contract remain in full force and effect.