

**Town of Tewksbury
Job Description
Police Department**

Job Title: **Program Director**
Department: Tewksbury Police Department
Reports to: Tewksbury Police Chief
Salary: \$44,000-\$50,000 annual depending on experience
Hours: *37.5 hours per week, flexible schedule required*

SUMMARY:

The Program Director is responsible for providing coordination and support to the Substance Abuse Prevention Collaborative (SAPC) for Chelmsford, Dracut, Lowell, and Tewksbury municipal cluster, and to implement or amend local policy, practice, systems, and environmental change to prevent underage drinking and other drug use within these communities. The Program Director is responsible for implementing the five steps of the Strategic Prevention Framework: Assessment, Capacity, Planning, Implementation and Evaluation, coordinating need assessments, coordinating a strategic plan, coordinating program strategies among municipal cluster members, and coordinate efforts with the Department of Public Health and other partners.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops and implements PowerPoint educational presentations, brochures, flyers, and any other age and language appropriate educational materials.
- Assumes responsibility for continuing professional education and attending education programs.
- Coordinate all aspects of the Strategic Prevention Frameworks.
- Coordinate efforts among municipal cluster members.
- Coordinate all municipal cluster strategies, activities, and events.
- Coordinate and assist in the development and implementation of assessments.
- Coordinate and assist in the development and implementation of focus groups.
- Coordinate and assist in municipal cluster data analysis.
- Keep accurate records related to program requirements.
- Prepare reports to funding sources.
- Coordinate budget related materials as needed.
- Other related duties may be assigned.

QUALIFICATIONS:

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.

Minimum Qualifications:

- Bachelor's Degree or equivalent in Social Work, Public Health, or related Human Services field; or four years related experience in health care education; or equivalent combination of education and experience.
- Certified Prevention Specialist, or in the process of becoming one.
- Valid driver's license and own transportation.
- Experience in Outlook, Microsoft word, Excel, Publisher and PowerPoint.

Preferred Qualifications:

- Master's Degree in Social Work, Public Health, or related Human Services field.
- Ability to work in community oriented organizations, especially ability to work with diverse, ethnic, cultural, and social-economic groups.
- Strong knowledge of Strategic Prevention Frameworks.
- Strong knowledge of substance abuse and addiction issues.
- Strong knowledge of social marketing and social norms principles.
- Previous work experience in the Public Health field.
- Previous work experience in coalition development.
- Strong writing skills.
- Strong communication skills.
- Ability to exercise sound judgement.
- Ability to be creative, to be flexible and to be detail oriented.
- Ability to prepare general reports.
- Ability to prepare charts, graphs, and tables.
- Ability to multi-task, and to prioritize work responsibilities.
- Good interpersonal skills.
- Ability to add, subtract, multiply, and divide in all units of measure.
- Is a non-smoker

ADDITIONAL INFORMATION:

The Town of Tewksbury is an Equal Opportunity Employer. All your information will be kept confidential according to EEO guidelines. The Town of Tewksbury is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Applications can be found on the Town of Tewksbury website under Job Opportunities (<http://www.tewksbury-ma.gov/human-resources/pages/job-opportunities>). Applications will be accepted until the position is filled. Those interested in applying are required to submit a cover letter, resume, and complete application to:

Tewksbury Police Department
ATT: Chief Timothy B. Sheehan
918 Main Street
Tewksbury, MA 01876