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# Prevention Coordinator

NGB - Cortlandt Manor, New York

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Department	Employment Type	Minimum Experience	Compensation
NGB	Full-Time	Entry-level	\$18-\$22 Hourly

The Prevention Coordinator (PC) will serve as the Substance Abuse Prevention Trainer and Case Manager within their assigned State Army National Guard. The PC will report directly to the Risk Reduction Coordinator (RRC).  
Assigned duties include (but not limited to):

1. Establish and maintain positive relationships with State Points of Contact (POCs)
2. Implement program goals, objectives, and standard operating procedures
3. Coordinate and conduct Substance Abuse Prevention (SAP) Training for ARNG Units that meet or supersede the requirements in AR 600-85 and AR 350-53
4. Coordinate, facilitate, quality check and ship the Unit Risk Inventory (URI) and Reintegration Unit Risk Inventory (RURI)
5. Contact Unit commanders to assist and report outcomes of recommended training of the Risk Mitigation Plan (RMP)
6. Input all SAP Training into the DAMIS and internal tracking systems
7. Manage all Substance Abuse referred Soldier cases from initial referral to final disposition stats. This includes coordinating with the Unit Commander, scheduling initial assessment and follow on treatment as needed, tracking progress, weekly check-ins with Soldier, paperwork retrieval, and documenting all communications and progress within the internal database
8. Serve as a member of the Commander's Readiness and Resiliency Council (CR2C) and the Adjutant General's Alcohol and Drug Intervention Council (ADIC)
9. Establish and maintain relationships with community-based providers
10. Keep the State resource catalog current
11. Provide required weekly/monthly reports to the RRC
12. Assist RRC with Monthly Status reports
13. Attend Substance Abuse — Interim Progress Reviews
14. Assist SPC with training and coordination as needed

**Education and Experience:** Bachelors degree in a Social Science or related field, or 3 – 5 years of practical experience in the Substance Abuse Prevention, Suicide Prevention or Resiliency field.

**Required Qualifications:** Strong and professional instruction and briefing skills which demonstrate flexibility with various audiences. Ability to work a variable schedule as duties require, including some of the weekends that state units are conducting training.

**Benefits:**

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off

**Schedule:**

- Monday to Friday
- Weekend availability

**Education:**

- Bachelors Degree

**Experience:**

- Prevention: 2 years (Preferred)

**Willingness to travel:**

- In state travel is required

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