



# Covid Community Specialist

Drug Prevention Resources Dallas, Ellis, Navarro County

**Summary:** Responsible for the facilitation of community projects in the Dallas, Ellis or Navarro County with the purpose to change physical environment, building community resilience, and/or improve systemic processes to enhance behavioral health and wellness to community disproportionately impacted by COVID-19. The focus will address adverse childhood experiences, social determinants of health and/or other youth, family, and community risk and protective factors. Position is temporarily for 18 months.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Work in conjunction with existing Community Coalition Coordinators.
- Assist with the development of a strategic plan and coordination of COVID Relief activities
- Implementing stress-reduction/trauma-healing activities, particularly in areas most impacted virtually or in person. Examples of such projects include community yoga, mindfulness apps, craft distribution, informal peer-to-peer support groups, etc.
- Prepare and complete monthly, quarterly, and annual reports by deadlines.
- Attend in person or virtual staff meetings
- Attend HHS community development trainings and Technical Assistance required meetings.
- Other duties as assigned by management, some weekends, and evenings.

## QUALIFICATIONS:

### Minimum Job Requirements

- High school diploma or GED; at least 3 years of experience directly related to the duties and responsibilities specified.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

### Knowledge, Skills and Abilities Required

- Strong interpersonal and communication skills and the ability to work efficiently with a wide range of communities in a diverse population.



- Knowledge of community agencies and resources
- Ability to lift boxes up to 30 pound, possibly more
- Skill in use of personal computers and related software applications, Microsoft Office, including e-mail.
- Creative and analytical thinking
- Flexibility to work evenings and/or Saturdays
- Reliable transportation

If interested, reach out to Lucia De La Rosa [ldelarosa@drugfreegen.org](mailto:ldelarosa@drugfreegen.org)