

Town of Sudbury
Regional Substance Use Prevention Coordinator
DEPARTMENT: Health
Full-time: 35 Hours/Week

The Town of Sudbury seeks highly responsible and qualified Regional Substance Use Prevention Coordinator. This grant funded position is to develop and oversee the implementation, and coordination of evidence-based substance use prevention programs within the municipalities of the Great Meadows Public Health Collaborative, including Bedford, Carlisle, Concord, Lincoln, Sudbury, Wayland and Weston. This position will work collaboratively with each community to identify local needs and develop strategies to address them. The coordinator will also collect and analyze data on the effectiveness of prevention efforts and provide education and resources to community members.

Minimum qualifications: Bachelor's degree in public health, social work, psychology, or a related field; 1-3 years of experience in the public health prevention field; knowledge of the effects of drug and alcohol use and evidence-based substance use treatment programs and prevention methods and techniques and best practices; knowledge of the principles and practices of community organization to enhance awareness and responsiveness to substance use prevention; knowledge of the basic community resources and organizations; Must possess a valid driver's license; have dependable transportation; and have strong writing and presentation skills.

Candidates must meet minimum requirements contained in job description posted at <http://sudbury.ma.us/departments/HR> .

Starting salary range is \$67,293 to \$75,502 (top step in range to \$88,504) plus excellent benefits. Email letter of interest and resume to calok@sudbury.ma.us. Resumes accepted *until Thursday, October 31, 2024* at noon. Position open until filled.
AA/EOE

See complete Job Description below:

Regional Substance Use Prevention Coordinator

BOH Full-time Grant-Funded Position

35 Hours Per Week

Summary:

This Regional position is Opioid Settlement funded.

The Regional Substance Use Prevention Coordinator will develop and oversee the implementation, and coordination of evidence-based substance use prevention programs within the municipalities of the Great Meadows Public Health Collaborative, including Bedford, Carlisle, Concord, Lincoln, Sudbury, Wayland and Weston. This position will work collaboratively with each community to identify local needs and develop strategies to address them. The coordinator will also collect and analyze data on the effectiveness of prevention efforts and provide education and resources to community members. Work is performed under the general direction of the Sudbury Shared Services Coordinator with direct input from the Collaborative.

Essential Duties and Responsibilities:

The essential duties and responsibilities listed below are intended only as illustrations of the various types of responsibilities that may be required. The omission of specific statements does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Develop and implement evidence-based substance use prevention programs in collaboration with each community
- Evaluate needs and design substance use prevention forums
- Enlist the support and participation of public and private agencies in carrying out educational programs and addressing addiction and drug use problems specific to the needs of constituents.
- Develop, coordinate, and manage a regional substance use prevention coalition
- Coordinate with law enforcement officials to enforce underage drinking and drug laws
- Provide education and resources to community members on substance use prevention and recovery
- Collect and analyze data on the effectiveness of prevention efforts
- Develop and maintain relationships with community partners, Town agencies including schools, healthcare providers, places of worship, and community organizations
- Act as a resource and technical expert in substance use prevention matters and provide assistance to community coalitions and task forces
- Develop and implement marketing and outreach strategies to increase community awareness of substance use prevention efforts
- Prepare reports and presentations on substance use prevention efforts and outcomes
- Present updates and findings at Board meetings, as needed
- Perform other duties as assigned by the Collaborative

Required Qualifications:

- Bachelor's degree in public health, social work, psychology, or a related field
- 1-3 years of experience in the public health prevention field
- Knowledge of the effects of drug and alcohol use and evidence-based substance use treatment programs and prevention methods and techniques and best practices;
- Knowledge of the impact of recent or trending drug and alcohol use;
- Knowledge of the principles and practices of community organization to enhance awareness and responsiveness to substance use prevention;
- Knowledge of the basic Statewide and local community resources and organizations;
- Ability to plan, develop and conduct seminars and workshops on issues related to drug use prevention
- Commitment to the role of public health in promoting racial justice and health equity
- Strong organizational and communication skills
- Experience coordinating and convening community coalitions
- Experience working with diverse community populations and broad based-coalitions
- Ability to work collaboratively with diverse stakeholders, including law enforcement officials, healthcare providers, and community organizations
- Proficiency in Microsoft Office and data analysis software
- Valid driver's license and reliable transportation

Preferred Qualifications:

- Master's degree in public health, social work, psychology, or a related field
- 3-5 years of experience in substance use prevention
- Certified Prevention Specialist (CPS)
- Knowledge of CIMS database

Physical Requirements

The job demands moderate physical exertion, including travel to off-site locations and standard office activities. The employee may need to sit for extended periods, engage in verbal communication, listen attentively, and operate equipment using their hands. Off-site work areas may involve various settings, such as meeting rooms, schools, healthcare provider facilities, hospitals, and clients' homes. The employee must have sufficient vision to read and interpret documents and work on a computer.

Completion of a Criminal Offenders Records Information request is a prerequisite for this position. However, having a record does not automatically disqualify an applicant from employment, and any records will be assessed in relation to the specific job applied for.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)