

**COUNTY OF IONIA**  
**Full Time Position Opening**

**Title:** Drug-Free Communities Grant Coordinator

**PAY RATE:** \$19.56/hr.

**REPORTS TO:** Community Health Supervisor / Substance Abuse Prevention Director

**SUMMARY:** The position of Drug-Free Communities (DFC) Project Coordinator plans, organizes, and coordinates substance abuse and violence prevention activities and programs with groups and other agencies. This position requires strong interpersonal, written, and oral communication skills and familiarity with MS Office.

**ESSENTIAL RESPONSIBILITIES** include the following:

1. Assists the Program Director in the successful implementation of the DFC Grant
2. Coordinates the Ionia County Substance Abuse Initiative (ICSAI) coalition and interacts/works with referrals and other community agencies
3. Schedules workgroup and community meetings and drafts workgroup meeting minutes
4. Creates/prepares grant documentation, reports, records, pamphlets, brochures, and forms
5. Implements the ICSAI strategic plan and logic models under the guidelines of the DFC Support Project and the SAMHSA Strategic Planning Framework.
6. Works closely with schools, local authorities, health professionals, and parents.
7. Facilitates/instructs classes and provides presentations to groups and individuals including at elementary, middle, and high schools and at community events
8. Plans and organizes appropriate youth-oriented and community events
9. Coordinates and distributes various school-based surveys
10. Represents the Department at various community functions
11. Conducts quarterly needs and resource assessments
12. Maintains knowledge of existing substance use disorder and violence prevention resources and services
13. Attends various meetings, seminars, and workshops; maintains current knowledge of latest information and techniques available in field
14. Drafts press releases and public service announcements for media
15. Other tasks as identified and deemed appropriate based on DFC grant requirements

**QUALIFICATIONS:**

1. A degree or equivalent work experience in community health, prevention coordination, social work, and experience working with federal grants is preferred (see Education/Experience below).
2. Experience working with youth in a positive manner. Substance abuse prevention experience is beneficial.
3. Leadership qualities including: ability to cooperate, ability to inspire others and motivate them to take action, ability to value diversity in all its forms, ability to build ownership and commitment among Coalition members, and the ability and willingness to take the initiative

**KNOWLEDGE/SKILLS AND ABILITIES:**

1. Capable of communicating effectively orally and in writing.
2. Skill in developing and delivering oral presentations.
3. Ability to work well with people of diverse backgrounds, perspectives, and cultures.
4. Must be willing to be a team player and work collaboratively with coalition and community agencies.

5. Must be organized, proactive, work independently, and be a self-starter; able to juggle numerous deadlines and various tasks.
6. Technical skills and proficiency in computer applications (Microsoft Office – Word, Excel, PowerPoint, and Publisher) and the ability to research prevention education resources are necessary.

**EDUCATION/EXPERIENCE:** Bachelor's degree in Behavioral Health, Psychology, Sociology, Social Services, or other Human Services curriculum and two (2) years of experience in the planning, development, or implementation of drug/alcohol/substance abuse awareness/prevention programming related experience; Certified Prevention Specialist (CPS) credential or the ability to obtain within the first two (2) years of employment.

**PERSONAL QUALITIES/ REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form.

**TRANSPORTATION:** Must have a valid Driver's License and a properly insured/licensed vehicle. Must be able to travel in-state and out of state as required and must be able to travel throughout Ionia County as needed.

Please submit a resume, cover letter and completed Ionia County Application for employment to:

Ionia County Health Department  
175 E. Adams Street  
Ionia, MI 48846

(Applications are available online at [ioniacounty.org](http://ioniacounty.org))

**Applications will be accepted until February 12, 2021 at 4:00 P.M. or until position is filled.**

**IONIA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**