Town of Stoneham

Office of the Town Administrator

Human Resources (781) 279-2620

Job Description

Job Title:	**Substance Abuse Coalition Coordinator**
Department:	Board of Health
Supervision:	Reports to Health Inspector on behalf of the Stoneham Substance Abuse Coalition
Salary:	Contingent upon passage of the 2015-2016 State budget
Benefits:	Eligible for non-union benefits including health insurance
Salary:	Commensurate with Experience (Final approval contingent upon passage for 2015-16 Massachusetts State Budget)

Hours of Work

Full-time (35) hours per week with occasional extended and flexible hours.
Occasional evening and weekend hours.
Attendance at in-state and out-of-state conferences is required.

Term of Appointment

Initial appointment is for one year per state funding. Eligible for multi-year appointment based upon annual evaluations of performance and funding of federal grant application.

Essential Functions; Duties and Responsibilities

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

1. Oversight and direction of the substance abuse prevention coalition and its activities.
2. Planning and coordination with municipal departments and other governmental agencies and partners.
3. Budget management.
4. Representation of the coalition when relevant to prevention activities.
5. Assure accuracy quality and timeliness of required reports.
6. Provides consultation to coalition staff and partners on implementation strategies for all project goals and objectives.
7. Ability to work with other local and state substance abuse coalitions.
8. Ability to work successfully with a variety of professional people and organizations who will be involved in grant planning, implementation and evaluation.

Educational and Experience

Graduate of a college or university with a degree in public health, social work, education, health administration or related field, or three years relevant work experience, or a combination of both. Appropriate graduate studies preferred.

Skills, Knowledge and Prior Experience Required

1. Exceptional multi-tasking skills.
2. Familiarity of local and federal fiscal policies and procedures.
3. Knowledge of evidence-based prevention strategies.
4. Administration and writing of federal, state, and/or private grants.
5. Budget Management.
6. Excellent oral and written communication skills, including public speaking.
7. Thorough knowledge of Microsoft Word, Outlook and Excel.

Work Environment - Physical Demands

Minimum physical effort is required to perform most duties; may lift light objects or files.
Ability to operate a keyboard and standard office equipment.

Pre-employment Requirements

The prospective employee must successfully complete a CORI (Criminal Offender Records Inquiry) and a physical examination, including a drug screening. The Town reserves the right to run additional CORI checks as allowed under Massachusetts General Law.

Questions regarding this position

Email to: Dr. Les Olson, Superintendent of Schools at: lolson@stonehamschools.org

Application Instructions

Please send your resume with a cover letter of interest to:
Ginny Ray, Director of Human Resources, Town Hall, 35 Central Street, Stoneham, MA 02180

Deadline to apply: Friday, July 24, 2015 at 12:00 noon

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.

The Town of Stoneham is an EEO/AA Employer

REVISED 3GRay 07/01/15