



CITY OF MELROSE Human Resources Department

Please apply to Marianne Long, HR Director via mlong@cityofmelrose.org by July 29, 2016.
[AA/EOE](#)

Title: Substance Abuse Prevention Coordinator
Department: Public Health
Supervisor: Public Health Director
Status: Full-time, benefit eligible, non-union, CNU2 L-16
Minimum starting wage is \$30.80 per hour

Summary The Substance Abuse Prevention Coordinator identifies, addresses and implements strategies which will result in the overall reduction of substance abuse in the community.

Responsibilities:

- Find, write and managing federal, state and private grants
- Stay current on best practices concerning substance abuse prevention
- Guide the community on implementation of best practices concerning substance abuse prevention
- Act as resource to the Board of Health members, School Committee, Police Dept and community
- Increase Substance Abuse Prevention & Treatment Resources at Melrose Public Schools and throughout the community
- Provide on-site substance abuse resources, referrals to treatment, follow up and on-going support for students at Melrose Middle & High Schools
- Organize treatment services in the schools; provides follow-up to ensure services are in place and are appropriate
- Provide comprehensive drug & alcohol education for students, parents, school faculty and community
- Increase awareness of substance abuse issues with students, parents, school faculty and communities
- Provide information to the Board of Health concerning policies and regulations regarding substance abuse
- Attend and participate in all regional meetings and training
- Function as staff for the Substance Abuse Prevention Coalition
- Other duties as assigned

Qualifications:

- Master's Degree in public health, social work, education, health administration, or related field
- Certified Prevention Specialist or ability to receive certification within two years of hire
- Experience in community organization and/or human services
- Ability to pass a Criminal Record Offender Information check
- Excellent verbal and written communication skills
- Basic computer knowledge
- Ability to maintain records
- Ability to develop working relationships with a variety of stakeholders
- Ability to work independently
- Knowledge of substance abuse prevention evidence-based prevention strategies
- Knowledge and experience of substance abuse treatment continuum of care
- Finding, writing, and administration of federal, state, and/or private grants

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be

made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is frequently required to walk, sit, drive, talk and/or hear, and use a keyboard.