



JOB POSTING

POSTING DATE: January 22, 2024 – *Note: This position was initially posted by Huron County Job & Family Services*

POSITION: Grant Coordinator (Prevention)

STATUS:

- One Full-Time (40 Hours/Week), Non-Exempt Position
- Typical hours are 8:00am – 4:30pm M-F; evenings/weekends may be occasionally required due to meetings/training/etc.
- Pay Range: \$19.00-\$25.00 per hour, based on qualifications.

RESPONSIBILITIES INCLUDE: The objective of this position is to provide, expand, and oversee prevention services for youth, families, and community members in Huron County, Ohio. This position is responsible for the coordination and implementation of the Prevention Coalition of Huron County and its associated grants. Currently, these grants include the Drug-Free Communities (DFC) Grant and the Strategic Prevention Framework (SPF) Grant (but may expand to other grants as awards are received). The purpose of these grants are to support Huron County in the prevention of substance use among Huron County youth. To support this, this position works closely with a number of community organizations to assess needs, identify solutions, implement identified prevention programming, and administer evaluative processes.

As the Prevention Coordinator, this position is responsible for a full range of activities, including but not limited to the following:

- Collaborate with schools, social services agencies, faith-based organizations, civic organizations, probation, youth, parents, and families to increase prevention strategies aimed at reducing mental health and substance use instances and increasing resiliency in youth.
- Perform ongoing assessment of needs as it relates to prevention in Huron County, including administering OHYES! survey annually, annual needs assessment of schools, and other assessments.
- Participate in health fairs and community events for the purpose of providing prevention messaging and education.
- Oversee the Prevention Coalition of Huron County, including organizing and running meetings, creating agendas, increasing engagement, meeting the goals and objectives identified in Strategic Plan, etc.

- Manage and collaborate with HCPH's Public Information Officer for outreach, community engagement, and community education through various outlets including social media, newsletters, and other outlets to provide prevention messaging and education monthly.
- Implement identified prevention programming in Huron County, including providing training, creating curriculum, assessing success of the program, and addressing challenges.
- Provide prevention training as needed to community partners, youth, parents, families, and the community.
- Attend trainings, seminars, workshops, and classes to achieve required credentials and continuing education as required by the agency.
- Makes referrals to other social service programs and/or agencies when appropriate.
- Strengthen relationships with current coalition members and build relationships with community partners to expand education and awareness of prevention and the coalition's goals and objectives.
- Follow objectives of the Prevention Coalition as outlined in the Strategic Plan, including sustaining and enhancing coalition projects and initiatives.
- The successful completion, submission, and approval of all prevention grant deliverables on an annual basis, in accordance with all grant requirements and deadlines.
- The successful completion, submission, and approval of competitive or continuation grant applications on an annual basis.

As an employee of HCPH, this position will also be responsible for participating in other agency initiatives, such as public health accreditation, or other duties as assigned.

EDUCATION:

- A bachelor's degree from an accredited college or university in health public health, or similar field, preferred but not required.

QUALIFICATIONS:

- Must have valid Ohio Driver's License, proof of liability insurance (meeting minimum standards set forth by HCPH), and access to reliable transportation.
- Drug screening and background check clearances upon hire.
- Must be comfortable working with both individuals and groups and must be a good communicator and comfortable speaking in public.
- Must have organization and writing skills suitable to grant management, planning, implementation, and reporting.

Interested parties should forward their resume to :

Huron County Public Health
Attn: Community Programs Division Director
28 Executive Drive
Norwalk, OH 44857
Email: nmarks@huroncohealth.com