



## **External Job Posting**

<b>Date:</b>	April 19, 2024
<b>Job Title / Job Class:</b>	Overdose Prevention Network Coordinator / Health Educator I
<b>Status:</b>	Full-Time, Classified, Hourly, Non-Exempt
<b>Hours:</b>	37.50 hours per week, Monday – Friday, with occasional evening and weekend community events
<b>Pay Range:</b>	\$21.81 - \$26.99 per hour, based on experience. Funding for this position is provided by the Ohio Department of Health Violence and Injury Prevention Program grant.

**Job Responsibilities:** Serve as the Overdose Prevention Network Coordinator. Develop and promote population and evidence-based interventions to prevent drug overdoses statewide. Design the program's composition and any public health promotion. Coordinate and evaluate the program to ensure compliance with standards and recommend changes to services, materials, and/or operations. Develop promotional materials and messages for projects, events, and campaigns. Research effective, evidence-based projects. Write, assess, and manage grant(s); conduct financial and programmatic tracking and reporting; communicate with funding sources; complete documentation; and oversee/monitor related projects/activities. Research new funding opportunities; submit proposals; collect and analyze local, state, and national data; and obtain other supporting documentation as needed. Serve as a resource to the community and other organizations/agencies. Participate in or convene subcommittees. Work events and conferences/trainings and develop materials/presentations. Prepare reports, correspondence, newsletters, media, and other educational materials for the public. Answer general public health-related inquiries related to statewide overdose prevention and maintain regular contact with partners in related fields.

**Qualifications:** Must be detail-oriented, organized, possess strong oral and written communication skills, excellent time management skills, and strong customer service skills. A Bachelor's degree in Public Health, Nursing, Education, Science, or a related health field; or an equivalent combination of education, training, and/or experience is required. Experience with Microsoft Office is essential. Must be able to occasionally lift, push, and carry objects/equipment weighing up to 25 pounds unassisted and up to 50 pounds with assistance. A valid Ohio Driver's License, valid auto liability insurance, the ability to maintain auto liability insurance, and the ability to maintain insurability under the County's vehicle insurance policy necessary. Experience working with GMIS 2.0 software is beneficial.

**To Apply:** Resumes must be received by the end of day on May 2, 2024. Preference will be given to internal applicants who apply before the close of business on April 25, 2024.

- [humanresources@uchd.net](mailto:humanresources@uchd.net)
- Union County Health Department, Attn: Human Resources, 940 London Ave., Suite 1100, Marysville, OH 43040

The Union County Health Department is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to race, color, religion, ancestry, sex, veteran or military status, national origin, age, disability, genetic information, or other protected criteria.