



The Trumbull County Mental Health and Recovery Board (TCMHRB) is hiring an **Addiction Programs Coordinator** who is passionate about strengthening prevention, treatment, and recovery services for our community. This is your opportunity to help reshape how Trumbull County responds to addiction and support individuals and families on their path to wellness.

If you care about community, collaboration, and creating lasting change, this **role is for you.**

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## What You Will Do

In this position, you will:

- Coordinate the **Alliance for Substance Abuse Prevention (ASAP) Coalition**, including meetings, events, outreach, and member engagement.
- Build and support strong relationships with providers and community partners.
- Monitor provider services for quality and compliance with Board contracts.
- Develop, track, and evaluate addiction and recovery programs to identify service gaps and recommend improvements.
- Assist with **grant writing, reporting, and management** of funded programs.
- Contribute to the Board's **annual plan, budget, and community awareness** initiatives.
- Represent the Board at local and state meetings, helping to elevate Trumbull County's voice in behavioral health efforts.

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## Qualifications

We are open to strong candidates at different levels of education and experience.

### Minimum Qualifications (Required)

- Associate's degree in social services, behavioral health, public administration, or a related field.
- Extensive experience in addictions services, including strong knowledge of addiction and recovery supports.
- Demonstrated experience with data, documentation, or reporting.
- Valid Ohio driver's license and insurance.

### Mid Tier Qualifications (Strongly Preferred)

- **Bachelor's degree** in social work, social services, behavioral health, public administration, or a related field.
- **Active Social Work, Counseling or Chemical Dependency License** in the State of Ohio.
- Experience with coalition work, community-based programming, or provider coordination.

## Preferred Qualifications (Highly Competitive)

- **Master's degree** in social work or a related behavioral health field.
- **Active Social Work License (LSW/LISW), Counseling License (LPC/LPCC) or Chemical Dependency License (LCDC II/LCDC III/LICDC)** in the State of Ohio.
- Background in program development, grant funded initiatives, and community systems work.

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## Why Join Us

This is more than a job. It is a chance to help reshape the future of Trumbull County.

You will:

- Make a **direct impact** on the health and well-being of residents affected by substance use and mental health challenges.
- Work with a **small, dedicated team** that values collaboration, integrity, and innovation.
- Help design and support programs that fill real gaps in prevention, treatment, and recovery.

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## Schedule, Pay, and Benefits

- **Job Type:** Full time
- **Work Location:** In person
- **Schedule:** Flexible schedule within standard business hours, with occasional evening and weekend community events and meetings.

## Compensation

- **Pay:** \$55,000.00 to \$69,000.00 per year, depending on education, licensure, and experience.

## Benefits

- **Excellent benefits package**, including:
  - Health, dental, vision, and life insurance
  - **Pension / retirement plan**
  - **Paid time off**, including vacation and sick time
  - **Government holidays off**
- Supportive environment that values professional growth, training, and long term career development.

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If you are ready to help lead community efforts around addiction prevention, treatment, and recovery in Trumbull County, we would love to hear from you.

**To Apply:** Please submit your resume and cover letter to [LThorp@TrumbullMHRB.org](mailto:LThorp@TrumbullMHRB.org)

