

**Trumbull County Mental Health and Recovery Board
Position Description**

Position Title: Addiction Programs Coordinator

Reports To: Associate Director

Primary Responsibilities

1. Serve as Coalition Coordinator for the Alliance for Substance Abuse Prevention (ASAP) Coalition which includes attendance at monthly Coalition meetings, and Subcommittee meetings and events as scheduled, coordinating activities across subcommittees, record meeting minutes, maintenance of Coalition member database and assisting with marketing of Coalition
2. Monitors the products/services delivered by alcohol and drug treatment providers within the Trumbull County Mental Health and Recovery Board network for content and appropriateness.
3. Responsible for addiction services of the Board including peer and recovery supports, substance use and mental health prevention, intervention, and treatment.
4. Responsible for developing, tracking, and coordinating programs and services and assessing unmet needs.
5. Responsible for maintaining outcomes and tracking systems to monitor addiction intervention and treatment services purchased from provider agencies.
6. Oversee agency compliance with Board contract procedures and outcomes.
7. Develop and/or assist in the development of grant applications, monitor implementation of grant-funded programs, and prepare grant reports.
8. Develop or participate in the development of community activities that enhance the community's awareness of the TCMHRB and/or the supports/services needed in the community.
9. Assist in the production of annual and long-range service delivery plans and identify service gaps via this process.
10. Assist with development of the annual TCMHRB budget and the annual report.
11. Attend various community and state meetings as appropriate.
12. Develop and assist in development of various reports and plans as required by OhioMHAS.
13. Other tasks as assigned.

Essential Functions of the Position

Reading, with/without magnification, both printed documents and information as it appears on computer screens.

Sitting for moderate lengths of time while attending various meetings; working at desk, etc.

Driving while traveling to various meetings and/or functions assigned to this position.

Manual dexterity as it relates to writing, operation of computer keyboard and various items of office equipment, such as printers/copiers.

The ability to communicate verbally and in written form in a professional and understandable fashion.

Primary Requirements

Bachelor’s degree accepted, Master’s degree or above preferred, in the field of drug/alcohol abuse treatment, psychology, social services, public administration or related fields.

Licensed Social Worker, Counselor, or Chemical Dependency Professional required.

Knowledge of the field of services/supports appropriate for individuals eligible for Board services.

Ability to analyze data and recommend appropriate course of action as required to the Associate Director or the Trumbull County Mental Health and Recovery Board of Directors.

Driver’s license and insurance valid in state of Ohio.

Signature

Date