



**POSITION AVAILABLE**

**Position:** Community Overdose Action Team Project Manager  
**Department:** Community Overdose Action Team (COAT)  
**Office:** Health Services

**Posting Date:** July 7, 2022  
**Hours:** Full-time, M - F 8 am - 4:30 pm  
**Starting Salary:** C42/1 – \$28.22/hour - \$42.38/hour  
\$58,697.00 - \$88,150.40/Annual  
*\*\*salary commensurate with experience\*\**

**Minimum Qualifications:**

- Bachelor’s degree in Social Work, Professional Counseling, Public Health or related discipline and two years of experience planning, developing and/or implementing addiction and mental health promotions strategies; Experience with computer applications/software, including MS Office
- Current valid Ohio driver’s license & access to a motor vehicle
- Required to play an active role during a public health emergency, crisis, outbreak, incident, or event in which the Health Commissioner deems additional changes in responsibilities and working locations/ hours.

**Preferred Qualifications:**

- Master’s Degree Social Work, Professional Counseling, Public Health, or related discipline
- Current Valid Ohio License or certification in Social Work, Professional Counseling, Prevention, Public Health, or related discipline

**Responsibilities include but not limited to:**

- Providing administrative support and content leadership, implementation and operational coordination to projects within the Community Overdose Action Team; Serves as a liaison and outreach to community members and various agencies to increase public and professional awareness, cultural, safety and health systems factors which impact the understanding of substance misuse and abuse and mental illness; Promotes and increase the commitment and support for action on the Community Overdose Action Team including statewide initiatives; Facilitates strategic planning processes to assist team members to identify evidence-based prevention strategies ; Implements evidence-based strategies ; Records and maintaining minutes and all documentation of the meetings and activities, and preparing all necessary reports as required.
- Coordinates the programmatic and fiscal aspects of local, state, and federal grants that support the work of the Community Overdose Action Team by following best practice standards for coalition development and implementation, established by the Community Health Improvement Plan (CHIP) and the Community Health Assessment (CHA); Assures coalitions and CHIP/CHA’s compliance with grant requirements; Assists with obtaining funding for new or expanded projects consistent with the Coalitions and the CHIP/CHA’s goals and objectives.
- Conducts training and other educational-focused sessions in order to increase coalition members’ prevention skills, knowledge, and capacity; Develops and implements written coalition communications through marketing materials such as informational brochures, flyers, and other handouts, as well as through social media; Supports and maintains the coalition’s webpage; Organizes and coordinates advocacy efforts along with membership involvement or participates in other fundraising efforts to expand operations and strategies; Completes special projects as assigned.

**PHDMC provides a quality, affordable and competitive healthcare benefits to employees, including the following:**

- Vacation, sick and personal leave, Paid holidays
- Membership with Ohio Public Employees Retirement Systems (OPERS)
- Eligibility to contribute to a Deferred Compensation Program (Section 457 plan)

**How to apply:** Complete the application found on our website: [www.phdmc.org/about/employment-postings](http://www.phdmc.org/about/employment-postings)

- Fax, email, or deliver the completed application and resume to Human Resources at:
- Public Health – Dayton & Montgomery County [humanresources@phdmc.org](mailto:humanresources@phdmc.org)  
117 South Main Street, 2<sup>nd</sup> Floor Fax: 496-3070  
Dayton, Ohio 45422

**Closing Date to Apply:** July 21, 2022, or until position is filled

**Position is subject to a criminal background check.**

Applicants who declare use of nicotine/tobacco in any form including replacement therapy products and prescription medications used to treat smoking addiction on the PHDMC Application for Employment or addendum thereto, shall not be considered for employment

Applicants who do not support and promote Public Health evidence-based and evidence-informed public health practices shall not be considered for a position with Public Health

**PUBLIC HEALTH - DAYTON & MONTGOMERY COUNTY (PHDMC) IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, AGE, NATIONAL ORIGIN, DISABILITY, MILITARY STATUS, VETERAN STATUS, GENETIC TESTING, OR OTHER UNLAWFUL BIAS EXCEPT WHEN SUCH A FACTOR CONSTITUTES A BONA FIDE OCCUPATIONAL QUALIFICATION (“BFOQ”).**