

Williams County Health Department



The Williams County Health Department is seeking applicants for a full-time Substance Use Prevention Coordinator.

Hours: Monday – Friday, 8:30am–4:30pm. This position is full-time at 37.5 hours per week.

Salary: Commensurate with experience (starting at \$22.67/hr). The Williams County Health Department offers a comprehensive benefit package including employer-paid medical, vision, and dental insurance for employees, enrollment in Ohio Public Employees Retirement System, free YMCA memberships, tuition reimbursement, and paid time off for vacation, sick leave, personal days and 14 holidays.

Essential Functions of the Position:

- Develop, coordinate, and implement evidence-based substance use prevention initiatives that address community needs and reduce risk factors associated with substance use.
- Coordinate and support community coalitions, partnerships, and workgroups to advance prevention strategies and community-wide initiatives.
- Facilitate engagement of adult and youth stakeholders in prevention planning, community education, and coalition activities.
- Conduct community outreach, presentations, trainings, and educational activities for schools, organizations, and community groups.
- Collaborate with local partners, schools, healthcare providers, businesses, and community organizations to strengthen prevention efforts and build community capacity.
- Monitor and analyze local, state, and national data sources to identify emerging trends and inform prevention priorities, strategies, and program planning.
- Prepare, maintain, and submit reports related to grants, program activities, evaluations, and funding requirements.
- Coordinate activities of the ECHO (Educating Communities on Healthy Opportunities) Coalition and other prevention-focused community partnerships.
- Assist with planning, implementation, and evaluation of prevention campaigns, community events, and youth leadership initiatives.

Minimum Experience/Qualifications:

- Qualified applicants must possess a bachelor's degree in public health, counseling, social services, education, or a related field, or an equivalent combination of education and relevant professional experience;
- Prior experience in substance use prevention or coalition work preferred;
- CPR certified or may be obtained after hire;
- Must successfully pass a background check;
- Must have a valid driver's license, reliable transportation, and proof of automobile insurance;
- Must have computer skills in word processing, spreadsheets, design, and presentation software;

The Williams County Health Department is an equal opportunity employer.

Only non-tobacco, non-nicotine candidates will be considered.

Send resume and cover letter by mail or email to:

Williams County Health Department
Katie Lantzsch, MPH, CHES, CPST
Director of Health Education and Preparedness
310 Lincoln Ave.
Montpelier, OH 43543
katie.lantzsch@williamscountyhealth.org

This position will be posted until filled.