

UMATILLA COUNTY

EMPLOYMENT OPPORTUNITY

UMATILLA COUNTY DEPARTMENT OF HUMAN RESOURCES

County Courthouse, 216 S.E. 4th Street, Pendleton OR 97801

Phone: (541) 278-6282 - Fax: (541) 278-6374

TDD (Hearing Impaired): (541) 278-5467

AN EQUAL OPPORTUNITY EMPLOYER

September 5, 2018

18-46

POSITION ANNOUNCEMENT

POSITION: **Addiction Prevention Coordinator**

POSITION #: 18-46

DEPARTMENT: Public Health

SALARY: \$4,035.00/Month (to start) – Plus Excellent Benefits

CLOSING: First Review Sept. 19, 2018 (5:00 PM)

DESCRIPTION: Develop, implement, and deliver prevention programs in the areas of substance abuse and gambling addiction. Programs are delivered to four target populations: school personnel, students, families, and community coalitions. Responsibilities include leadership, program coordination, training implementation, and technical assistance to various schools and community partners. Work to protect and improve the health of Umatilla County residents through prevention education and wellness promotion.

REQUIREMENTS:

- Bachelor's degree in public health, health education, public administration, science or related field.
- At least one year of experience in community outreach and/or health-related program development and implementation.
- Knowledge of public health practice and community health development to include assessment, planning, implementation and evaluation; ability to organize partnerships, exercise initiative, communicate orally and in writing in a clear, concise and effective manner; utilize work processing software and the Internet with a high level of competence; and maintain excellent interpersonal relationships within a culturally diverse population.
- Bilingual preferred.
- Ability to be intuitive and work independently and as part of a team.
- Must be able to establish and maintain effective working relationships with supervisor, county employees, and community members/general public.
- Ability and availability to work outside normal working hours to include evening and/or out of county meetings.
- Possess a valid Oregon driver's license with a satisfactory driving record.
- Obtain a current certification in cardiopulmonary resuscitation (CPR) within 12 months of hire (offered through UCHD).

HOW TO APPLY: Use of Umatilla County application is MANDATORY. Anyone who qualifies for Veterans' Preference in Public Employment provided for in OAR 839-006-0435; please include proper certification (OAR 839-006-0465) with your application. Any applicant with a disability who needs reasonable accommodation in any step of the application or hiring process to assist or to demonstrate qualifications or to perform the essential functions of the job for which the applicant is applying should inform the Human Resources Department. This job announcement is not intended to serve as a comprehensive job description. Blank applications and a complete job description can be obtained on our website at www.umatillacounty.net or the Human Resources Office, Room 108. Applications will be accepted by hand delivery, mail, fax, or email to hr@umatillacounty.net.