

**POSITION:** Substance Abuse Prevention Coordinator  
**STATUS:** Full-Time  
**DEPARTMENT:** Health Promotions  
**SALARY:** \$21.89 - \$25.39 DOE  
**OPEN:** October 21, 2020  
**CLOSES:** When Filled - First Review of Applications on 11/9/2020



**Job Summary:** Will oversee distribution of substance abuse prevention grants funded by state e-cigarette tax revenue and monitor progress based on grant strategies under the Direction of the Health Promotions Supervisor. The Substance Abuse Prevention Coordinator will also manage enforcement duties related to all tobacco laws including e-cigarettes and oversee tobacco retail permitting programs. The Central Utah Public Health Department district includes: Juab, Millard, Piute, Sanpete, Sevier, and Wayne counties. This position will be located in the Richfield office, however; the work requires driving throughout the six-county area.

**ESSENTIAL FUNCTIONS:**

- Manage the performance of one or more major district wide programs or contracts (generally with budgets and/or ancillary and support staff) throughout the six-county region, including all aspects of assignment delegation, distribution, policy development, monitoring and reporting.
- Be in active communication with the Health Promotion Supervisor in providing reports, input, suggestions, and recommendations in regards to program progress, planning and difficulties.
- Work closely with the Health Promotion Supervisor in preparing reports, plans of action, budgets, policies and informing of the status of all aspects of the program.
- Work with staff members to provide program support for various health promotion and health department programs as directed.
- Participate in training, continuing education opportunities, and health promotion meetings as needed.
- Monitor and provide technical assistance to organizations awarded funding through the E-cigarette, Marijuana, and other Drug Prevention Grants to ensure compliance with statutory and grant requirements.
- Monitor grant budgets and maintain records of funding distribution
- Develop and provide training and educational materials to assist in the implementation of federal and state legislation regarding the purchase of tobacco products, including e-cigarettes.

- Ensure compliance with all applicable federal and/or state laws, regulations, and/or agency rules, standards and guidelines, etc.
- Oversee tobacco retail outlet permitting program and work with health promotions staff to ensure all outlets maintain appropriate, current permits.
- Conduct e-cigarette product inspections at tobacco retail outlets throughout the six-county area.
- Compose and produce progress reports, violation letters and other applicable documents as needed.

**QUALIFICATIONS:**

- Bachelor's degree or higher in health education or related field.
- Must be able to develop and maintain cooperative working relationships with department staff, partner agencies, and the public.
- Ability to work independently and manage multiple tasks simultaneously.
- Excellent organizational and planning skills.
- Proficient computer skills in Microsoft Office Suite and Google Drive.

**ADDITIONAL QUALIFICATIONS:**

- Must pass a criminal history background investigation
- Must possess a valid driver's license; out of state personnel are required to obtain a valid Utah Driver License within sixty days of hire date.

This description lists the major duties and requirements of the job and is not all-inclusive. Applicants may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

**To Apply:** Applications may be obtained from the Central Utah Public Health Department Richfield office or at [www.centralutahpublichealth.org](http://www.centralutahpublichealth.org). Completed applications can be submitted in person, by mail to Emily Loftus at 70 Westview Drive, Richfield, Utah, 84701 or email [emilyloftus@utah.gov](mailto:emilyloftus@utah.gov). Applications must be received by close of business on the job closing date in order to be considered. Hours of operation are Monday through Thursday 7:30 AM to 5:30 PM and Fridays from 8:00 AM to 5:00 PM. For more information, contact Nathan Selin or Alicia Beckstead at (435) 896-5451. Central Utah Public Health Department is an Equal Opportunity Employer.