



## AVAILABLE POSITION

|                                 |                                                          |                        |                   |
|---------------------------------|----------------------------------------------------------|------------------------|-------------------|
| <b>Job Title:</b>               | <b>Coalition &amp; Community Development Coordinator</b> | <b>FLSA Status:</b>    | <b>Exempt</b>     |
| <b>Reports To:</b>              | <b>Continuous Improvement Manager</b>                    | <b>Classification:</b> | <b>Classified</b> |
| <b>Department:</b>              | <b>Clinical</b>                                          | <b>Last Revision</b>   | <b>July 2025</b>  |
| <b>Approved By: Beth Watson</b> |                                                          | <b>Date 7/24/2025</b>  |                   |

### **PURPOSE**

Responsible for administration of suicide and overdose prevention strategies of environmental, community-based process, and information dissemination based on coalition activities and/or coalition related grant requirements; responsible for various coalitions through development and implementation of outward facing strategies and activities; responsible for coordination and implementation of various community strategies related to suicide and overdose death prevention driven by a coalition

### **ESSENTIAL JOB FUNCTIONS**

1. Responsible for administration and implementation of coalition initiatives, including community activities and data collection;
2. Responsible for budget management and any associated funding;
3. Responsible for preparing and providing written reports as required by grant(s) and StarkMHAR;
4. Acts as a collaborative representative of StarkMHAR on matters related to suicide and substance use related coalitions, and related grants;
5. Responsible for the coordination of the Suicide Prevention Coalition, Drug Free Stark County and Opiate and Addiction Task Force and subcommittees, which includes facilitating initiatives derived from strategic plans and/or events that further coalition goals;
6. Responsible for community based annual suicide and overdose events led by the coalitions including related coalition social media posts;
7. Responsible for providing technical assistance to those seeking it, specifically to the work of coalition development;
8. Responsible for planning coalition strategies utilizing the strategic prevention framework and the evidence-based strategies that relate to effective coalition development;
9. Responsible for bringing forward information and recommendations on suicide and overdose related secondary and tertiary prevention strategies for the behavioral health system to the Continuous Improvement Manager
10. Acts as the primary point person on fielding community events occurring during the work week and on weekends as available;
11. Ensures that work activities are delivered in a culturally and linguistically competent, trauma informed manner in accordance with best practices;
12. Assists in providing trauma informed and cultural and linguistic competent responses to the public and clients/consumers who are seeking information and assistance with behavioral health questions or system navigation by phone, email, website, or walk-ins;
13. Attends and represents StarkMHAR on community & state committees and at community events & trainings as requested/required;
14. Must work congenially and cooperatively with co-workers and the public;
15. Other duties as assigned that support the operations of StarkMHAR;

### **REQUIRED QUALIFICATIONS**

#### **Education, Training and/or Experience**

Bachelor's degree in social or behavioral science field required. Three years' experience in a community coalition field. Experience with administration preferred. Experience with AOD/MH prevention preferred. Master's degree preferred.

### **Knowledge, Skills, Abilities and Personal Characteristics**

Working knowledge of OMHAS services and regulations governing behavioral health system; Microsoft applications, databases, intranet and internet usage; well-developed analytical and problem solving capabilities; detail oriented and highly organized; ability to express self effectively and concisely, both orally and in writing; ability to work collaboratively to achieve desired outcomes with internal staff and external customers, partners, and stakeholders; ability to prioritize and manage multiple projects, adhering to strict timelines; high degree of initiative and discernment; ability to tactfully and effectively deal with public and staff in a personable and professional manner; maintain a high level of energy and a consistent positive attitude.

### **Certification, Licenses, Registrations**

Ohio Certified Prevention Specialist Assistant Certificate (OCPSA) OCPSA or willingness to obtain certification within first year.

### **PHYSICAL DEMANDS**

Nature of this work requires the ability to operate standard business office equipment. Requires the ability to communicate and exchange information, collect, compile and prepare work documents, set-up, and maintain work files. Should be capable of moving up to 40 lbs. Travel by automobile will be required occasionally.

### **WORKING CONDITIONS**

Work performed in a general office environment. May require availability for additional hours during peak periods. Requires periodic participation and attendance at organization sponsored events and meetings. Travel by automobile may be required on occasion

*This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Stark County Mental Health & Addiction Recovery. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, the changing nature of the job shall also be considered part of the jobholder's responsibility.*

### **CONDITIONS OF EMPLOYMENT**

**Note:** The final applicant selected for this position, prior to appointment, will be required to submit to a drug test for illegal drug use. The test site shall be chosen and paid for by the Board. An applicant with a positive test result will not be offered employment. The final applicant will also be subject to an investigative background report and any other requirements of Ohio law.

**Salary Range:** StarkMHAR Grade 3 \***Suggested Starting Range** \$44,885 - \$53,300

\*An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate the required knowledge, skills, and abilities that could qualify for a higher starting salary.

**Hours:** Monday – Friday 8AM to 5PM with one-hour unpaid lunch. Alternative scheduling may be available.

**Application Deadline:** Until Filled

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**Apply online at** <https://www.applicantpro.com/openings/starkmhar/jobs>

**OR MAIL RESUME TO:**      **Attention: Human Resource Department**  
                                         **Stark County Mental Health & Addiction Recovery**  
                                         **121 Cleveland Ave SW**  
                                         **Canton, Ohio 44702**

**EOE/Minorities/Females/Vet/Disabled**