

Employment Opportunity



Community Initiatives Coordinator

Job Code: 7343

Posted from: December 23, 2019
Applications accepted until: Position is Filled

Position Information

Division/Department: Community Health Resources
Grade: 115

Schedule: Full-time, 37.5 hours per week
Salary Range: Based on qualifications

Responsibilities include:

This is a grant funded position. The primary focus of this position is to support currently funded community initiatives projects and the development of new grant applications. This position will support the implementation of strategies to address the opioid crisis. The selected candidate will perform the following responsibilities:

- Collaborates with community partners to develop priorities and goals for various initiatives
- Assists in organizing trainings
- Conducts program data collection and analysis
- Makes community presentations regarding program goals and objectives
- Provides staff support for the DuPage Heroin/Opioid Prevention & Education (HOPE) Taskforce and DuPage Prevention Leadership Team and other initiatives
- Monitors and analyzes program outcomes and implements quality control processes
- Oversees the allocation of funds and monitors funding source compliance
- Prepares regular status reports for the advisory board, funders, committees and partners
- Tracks outcomes which might be submitted for research opportunities, and develops recommendations to improve outcomes
- Serves as the program liaison with external agencies and individuals
- Maintains confidentiality of privileged information and adheres to patient privacy laws

Requirements include:

Completion of a Bachelor's degree in Public Health or a related field and three years of applicable experience which included working on collaborative projects with community groups; or an equivalent combination of training and experience.

The preferred candidate will have experience and knowledge of best practices related to youth and adult prevention, working with substance use disorder and criminal justice involved populations, as well as strong evaluation skills.

Interested applicants should submit a resume and completed application to:

Mailing Address: DuPage County Health Department, Attn: Human Resources
111 N. County Farm Road, Wheaton, Illinois 60187
(Applications may be found at www.dupagehealth.org or at the address noted above)

E-mail address: hr@dupagehealth.org **Fax:** (630) 510-5481

Contact:

Human Resources: Sarah Henrie **Phone:** (630) 221-7555

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