

**Job Title:** Alcohol Prevention and Substance Abuse Coordinator Ramsey County

**Type:** Full-Time / Non-Exempt

**Posted Date:** October 22nd, 2024

**Closing Date:** November 3rd, 2024

**Compensation:**

- **\$24.38-30.74 Per Hour, Depending on Degree and Experience.**
- Lake Region District Health Unit offers an excellent benefit package including:
  - Employer paid full family coverage for health insurance: <https://www.ndpers.nd.gov>
  - North Dakota Public Employees Retirement System (NDPERS)
  - Paid holidays, Vacation Leave, Sick Leave, and Funeral Leave
  - Employee Assistance Program (EAP) for all household members
  - Life Insurance

**Candidate Requirements:**

- Ability to become SAPST and TTS certified within 6 months.
- ND Driver's License and insurance required for travel
- Applicants will be subject to a pre-employment background and criminal records check

**Knowledge, Skills, and Abilities:**

- This position will manage a substance abuse prevention grant for the Lake Region Public Health Unit.
- The ideal candidate will be a great communicator, self-motivated, creative, work well with youth and adults alike, feel confident speaking to groups, be able to organize and prioritize tasks and be available to occasionally travel overnight for meetings and training.
- Experience working with social media and basic computer programs is desired.
- Preference given to individuals with a background in education or health related fields.
- Knowledge of HIPAA, OSHA, and federal/state/local laws and regulations
- Prevention minded, energetic, accountable, adaptable, flexible, and able to work independently and/or with others
- Self-starting and motivated
- Strong interpersonal and communication skills
- Ability to prioritize duties and responsibilities
- Detailed oriented
- Team-focused mentality
- Ability and willingness to educate and advocate for health: Prevention, Promotion, and Protection for Lake Region District Health Unit
- Ability to perform fundamental tasks on a computer

**Job Duties:**

- As a vital member of the LRDHU team, your core responsibilities will include the following:
- Oversee alcohol and binge drinking contracts to ensure vendor compliance with deliverables and reporting requirements and provide technical assistance to contracted vendors.
- Facilitate meetings with vendors for oversight and collaboration of alcohol prevention efforts.
- Ensure coordination and integration of alcohol prevention with other relevant programming across the area of responsibility.
- Assist as needed with grant writing, budgeting, and re-applications.
- Research, develop, organize, coordinate, and implement the latest alcohol, binge drinking and substance abuse recommendations.
- Facilitate and participate in alcohol-related workgroups as assigned.

Applications for public employment will be confidential unless deemed a finalist per NDCC 44-04-18.27.

# Lake Region District Health Unit

- Collaborate with contracted vendors, community partners, Department Offices, and stakeholders.
- Ensure that grants and contracts are based on trust and meet the needs of our community partners.
- Answer incoming calls and assist the caller with questions.
- Perform all other duties and tasks assigned.

## **Reasonable Accommodations:**

- In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the LRDHU Administrator, Denton Heisler, in writing or by telephone, at the time of application.
- ND Relay: <http://www.relaynorthdakota.com/>

## **Equal Opportunity Employer:**

- LRDHU does not discriminate based on race, color, national origin, sex, genetics, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.

## **Veteran's Preference:**

- Any individual seeking Veteran's Preference must submit documentation proving their ND residency and eligibility under NDCC 37-19.1 by submitting the following:
  - Veteran must submit a Form DD-214;
  - Disabled Veteran must submit a Form DD-214 and a current statement of disability from the Veterans Administration which is less than 1 year old;
  - Spouse of Disabled Veteran must submit a Form DD-214, a copy of the marriage certificate, and a current statement of disability from the Veterans Administration which is less than 1 year old; or
  - Spouse of a Deceased Veteran must submit a Form DD-214, a copy of the marriage certificate, and a copy of the veteran's death certificate.

## **Required application materials:**

- Completed LRDHU employment application at LRDHU.com
- Cover letter addressing the above qualifications
- Resume

## **Submit application materials to:**

- To Denton Heisler, Administrator via email at [heislerdenton@nd.gov](mailto:heislerdenton@nd.gov)
- Lake Region District Health Unit  
Attn: Administrator  
524 4<sup>th</sup> Ave NE Unit 9  
Devils Lake, ND 58301

\*\* All offers of employment will be contingent on successful completion of pre-employment criminal background check and reference checks. \*\*