

## CITY OF EAST PROVIDENCE EMPLOYMENT OPPORTUNITY



### **Veterans' Services and Community Health Coordinator** **Salary: \$65,000 plus comprehensive benefits package** **Non-Union Position**

**Job Description:** Under the supervision of the Office of the Mayor, the Veterans' Services and Community Health Coordinator is a position funded by the National Opioid Settlement. The Veterans' Services and Community Health Coordinator performs two distinct functions. 1.) Provides services related to the support of Veterans of the United States Armed Services and 2.) Provides services related to alcohol and drug addiction. In these capacities, the Veterans' Services and Community Health Coordinator provides program development, project management, and fiscal oversight of settlement funds, and engages with members of the public to provide support and assistance.

#### **General Responsibilities**

- Creates programming based on current information and best practices related to the support of individuals with alcohol or opioid addiction.
- Creates programming based on current information and best practices related to the support of Veterans of the Armed Services.
- Engages directly with residents to provide and connect them with available services.
- Manages financial allocations from National Opioid Settlement.
- Determines eligibility for benefits for veterans and dependents under existing laws.
- Assists in the preparation of claims for benefits.
- Coordinates efforts with the East Providence Prevention Coalition (EPPC).
- Coordinates with public and private social services agencies.
- Analyzes relevant data for planning and service monitoring.
- Maintains current knowledge and skills by attending trainings and/or conferences.
- Prepares relevant reports on service and program goals.
- Performs related tasks as assigned.

#### **Desirable Abilities, Knowledge and Skills**

- Knowledge of federal and state laws, policies, procedures, and regulations related to benefits for veterans and their dependents.
- Knowledge of federal and state laws, policies, procedures, and regulations related to public health, alcohol and drug issues, and the National Opioid Settlement.
- Ability to engage effectively with veterans, their dependents.
- Ability to engage effectively with people affected by alcohol or opioid issues.
- An understanding of general accounting practices and financial reporting obligations.
- A strong familiarity of issues impacting the veteran population and substance misuse
- Experience collecting and analyzing healthcare data.

- An understanding of substance use disorder (SUD) and the challenges facing this population.
- A strong commitment to diversity, equality, and inclusion.
- Experience managing programs and projects.
- Ability to prepare reports and make recommendations.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively, both orally and in writing.

### **Minimum Qualifications**

- Bachelor's Degree from an accredited college with a major in psychology, social work, counseling, nursing, or a related medical or human services field **OR** three (3) years of professional experience providing direct service and/or program planning in a human services field.

Please apply online at:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&cclid=19000101\\_000001&type=JS&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&cclid=19000101_000001&type=JS&lang=en_US)



***Application and resume must be submitted no later than Thursday, December 28, 2023 by 4:00 p.m.***

At the City of East Providence we celebrate the diversity of our citizenry, and are proud to encourage inclusiveness in our workforce. We do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

**ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

Posted December 7, 2023.