



UNION COUNTY BOARD OF COMMISSIONERS

Donna Beverage, Commissioner
Paul Anderes, Commissioner
R. Matthew Scarfo, Commissioner

Shelley Burgess, Administrative Officer

1106 K Avenue

La Grande, OR 97850

PHONE (541)963-1001 FAX (541)963-1079

NOTICE OF JOB OPENING

Recruitment is open to all that meet the qualifications below and will be used to fill this vacancy and others that may occur in the next six months to one year.

POSITION: CARA Grant Coordinator **FTE:** .75 FTE (28 hours per week)

DEPARTMENT: Safe Communities Coalition

Limited Duration Position: Grant Funded through June 2026

OPENING DATE: July 19, 2024 **CLOSING DATE:** First Review July 29, 2024
Open Until Filled

SALARY: Range 14 \$2990- \$3297/month – limited benefits (sick, vacation, holidays)

DUTIES: Responsible for initiating, planning, organizing, leading and implementing projects, programs and activities to achieve the mission of the Comprehensive Addiction and Recovery Grant (CARA) as established by the Union County Safe Communities Coalition (UCSCC) with a primary focus on preventing youth use of Opioids and Prescription Drugs. Supports CARA prevention efforts.

REQUIREMENTS: Bachelor's Degree from an accredited institution in Social Service or related field, experience as a program administrator and two years of relevant experience in alcohol and drug prevention work, or any satisfactory combination of education, experience and training which demonstrates the knowledge, abilities and skills to perform the essential functions of the position. Knowledge of principles of substance abuse prevention, coalition building, planning, community development, systems development, program evaluation and community organization. Human service delivery as it relates to children, youth and families, federal, state and local regulations relating to fiscal and social services along with community resources and programs. Ability to establish and maintain records, reports, statistical data, effectively coordinate a variety of established policies and procedures, establish new policies when applicable, use initiative and judgment in completing tasks and responsibilities. Involve individuals and community partners and community at large to achieve CARA objectives. Skill in facilitation, convening, network building, resource development, managing performance measurement systems, leadership, public speaking skills and the ability to communicate verbally and in writing with a wide variety of people. Gathering, assembling, analyzing and disbursing data for system planning and development. Monitoring fiscal record keeping and overseeing contracts for compliance.

SEE JOB DESCRIPTION FOR ADDITIONAL REQUIREMENTS.

APPLY: Union County Commissioners' Office
1106 K Avenue
La Grande, OR 97850

Application Available at: <http://union-county.org/administrative-services/employment/>

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER