

COMMONWEALTH OF MASSACHUSETTS
CITY OF LOWELL

In City Council

ORDINANCE

An Ordinance creating one (1) new position and salary of Substance Use Prevention Grant Coordinator at the Health and Human Services - Health Department.

The City Council, by virtue of the Massachusetts General Laws, Chapter 43, Section 105, has the authority to create and/or delete positions.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LOWELL, as follows:

The Code of Ordinances City of Lowell, Massachusetts, hereinafter called the "Code" adopted by the City Council on December 23, 2008, as amended, is hereby further amended as follows:

1. The following position and salary is created at the Health and Human Services - Health Department:

One (1) Full Time, Substance Use Prevention Grant Coordinator
AFSCME Local 2532
Salary - \$55,513.12 (min) to \$59,724.60 (max)
(35 hours/wk)
Grant Funded (MassCALL3 Grant);
Funding for position starts July 1st, 2021;
Grant runs for two years with three options for two-year renewals

The above position and salary created by this Ordinance shall be filled only when the necessary funds for said position have been appropriated and said position and salary shall be eliminated when said funds are no longer available.

2. All provisions of the Code of the City of Lowell, as amended, which are not inconsistent with this Ordinance shall continue in effect, but all provisions of said Code inconsistent herewith are repealed.

3. This Ordinance shall take effect upon its passage in accordance with the provisions of Chapter 43 and 40A of the General Laws of the Commonwealth of Massachusetts.

APPROVED AS TO FORM:

A handwritten signature in black ink that reads "Christine P. O'Connor". The signature is written in a cursive, slightly stylized font.

Christine P. O'Connor
City Solicitor

Ordinance/personnel/healthandhumanserv/substanceuse

CITY OF LOWELL

Job Description

Post Date:

Deadline:

Health and Human Services Department Substance Use Prevention Grant Coordinator

Job Title: Substance Use Prevention Grant Coordinator
Department: Health and Human Services – Health Department
Reports To: Substance Abuse Coordinator, Director of Health and Human Services
Union: AFSCME Local2532
FLSA Status: Non-Exempt
Salary: \$55,513.12 (min) to \$59,724.60 (max) annually; 35 hours/week;
Grant Funded (MassCALL3 Grant);
Funding for position starts July 1st, 2021;
Grant runs for two years with three options for two-year renewals

SUMMARY:

The Substance Use Prevention Grant Coordinator will be responsible for coordinating the planning, implementation, and evaluation of opioid abuse prevention activities of the Massachusetts Collaborative for Action, Leadership, and Learning 3 (MassCALL3) grant for Lowell. MassCALL3 focuses to prevent and/or reduce use and misuse of substance of first use (ie. alcohol, nicotine, and marijuana). Prevention activities under LowellMassCALL3 utilize the Strategic Prevention Framework to ensure a consistent data-driven planning process focused on implementing effective and sustainable strategies and interventions. Lowell MassCALL3 is a program funded through the Massachusetts Department of Public Health, Bureau of Substance Abuse Services (BSAS). Funding for the MassCALL3 grant, along with funding for the Prevention Coordinator position, has been secured for two years starting July 1st, 2021, and has three options for two-year renewals.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

- Coordinates and facilitates Lowell MassCALL3 coalition meetings;
- Coordinates substance misuse prevention activities agreed upon by the coalition;
- Collects data specific to implemented Lowell MassCALL3 prevention efforts;
- Represents the Lowell Health Department as various task forces and coalitions such as the Lowell Mayor’s Opioid Task Force, Greater Lowell Health Alliance’s Substance Use Prevention Task Force, the District Attorney’s Opioid Task Force, and additional task forces and coalitions as assigned by the Substance Abuse Coordinator;
- Leads the Lowell MassCALL3 coalition in a Strategic Prevention Framework-based process, including Strategic Planning activities, monitoring and adherence to a logic model, and program evaluation;
- Oversees the Lowell MassCALL3 budget, including monitoring expenditures for appropriateness;
- Works with the assigned MassCALL3 grant BSAS team and technical assistance partners to address education, training, and technical assistance needs;

- Coordinates and attends training and education opportunities for the Lowell MassCALL3 partners;
- Gathers/receives, prepares and disseminates information to Lowell MassCALL3 partners and the public, including survey development and analysis, focus groups, and key informant surveys as appropriate;
- Develops and conducts health education sessions with Lowell MassCALL3 partners to support the identified shared goals in the Strategic Plan and Logic Model;
- Attends and represent the Lowell MassCALL3 at all state and regional coalition coordinator meetings;
- Works collaboratively with City Departments and other Lowell MassCALL3 partners on joint projects relating to interventions identified by the coalition;
- Develops and conducts appropriate outreach strategies for community members, human service organizations, and community partners to promote a better understanding of the goals of Lowell MassCALL3 and the interventions identified by the coalition;
- Works in partnership with the Substance Abuse Coordinator to maintain the regional www.DrugFreeGreaterLowell.org website with relevant and up-to-date information;
- Works collaboratively with Lowell MassCALL3 partners to attain sustainability of substance misuse prevention activities, and implement and evaluate these activities in the city;
- Promotes and communicates Lowell MassCALL3 coalition goals, objectives, activities, and outcomes through media and other community information channels to other coalitions and tasks forces working on similar issues, local drug free community grantees, prevention provider agencies, and other prevention entities as appropriate;
- Other duties may be assigned as needed.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must possess strong meeting facilitation and coalition coordinating skills. Understanding of federal and/or state grants; strong writing and public speaking skills are essential; highly proficient in computer skills including all Microsoft Office suite products. Experience with communication tools and social media a plus, including Doodle Polls, Survey Monkey, social media, and website management.

EDUCATION and/or EXPERIENCE

Either: (a) a Master's degree in Public Health, Human Service, Social Work, Mental Health and two years' experience in the planning, implementation and evaluation of substance abuse prevention and coalition coordination; (b) a Bachelor's degree in one of the above fields of study and 3 years of experience as outlined above; or (c) Satisfactory equivalent combination of the foregoing education, training, and experience. Bilingual skills are a plus. Must either be a Certified Prevention Specialist or be willing to complete certification within two years of hire.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and business correspondence. Ability to speak effectively before individuals or employees of an organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock (electrical outlets). The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI check post offer.

Qualified individuals may send application, resume, and cover letter to the Human Relations Office, Mary Callery, HR Director, 375 Merrimack Street, Room 19, Lowell, MA 01852. Applicants can also submit to fax 978-446-7102 or email to cityjobs@lowellma.gov

Valid MA driver's license and vehicle required.

Joanne Belanger, RN, BS
Director of Health & Human Services
978.674.1050

MEMORANDUM

TO: Eileen Donoghue, City Manager
FROM: Joanne Belanger, Director, Health and Human Services
DATE: July 12th, 2021
SUBJECT: Creation of Substance Use Prevention Grant Coordinator Position

The Lowell Health Department received funding via the 2021 Massachusetts Collaborative for Action, Leadership, and Learning 3 (MassCALL3) grant, effective July 1st, 2021 implement prevention strategies to prevent and/or reduce use and misuse of substance of first use (ie. alcohol, nicotine, and marijuana) to create the position of a Substance Use Prevention Grant Coordinator. The Substance Use Prevention Grant Coordinator position will be housed under the Substance Abuse and Prevention Division within the Health Department and will report directly to the Substance Abuse Coordinator. The Substance Use Prevention Grant Coordinator will be responsible for overseeing the day-to-day responsibilities of the MassCALL3 grant, which include working collaboratively with community partners to identify and implement data-driven strategies in Lowell that focus on effective and sustainable prevention interventions.

The Substance Use Prevention Grant Coordinator position will replace the MOAPC Grant Coalition Coordinator position, a prevention position tied to the MOAPC Grant which was implemented through the Health Department from July 2013 and ended in June 2021.

We are respectfully requesting approval to move forward with the creation of the Substance Use Prevention Grant Coordinator position and the subsequent hiring of the most qualified candidate. This position is a 35 hours/week with a salary range of \$55,513.12 (min) to \$59,724.60 (max) annually.

Thank you,



Joanne Belanger
Director, Health and Human Services