



Madison County Health Department

◇ 493 Medical Park Drive ◇ Marshall, NC 28753 ◇

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www.madisoncountyhealth.org

Marianna T. Daly, MD, MPH
Health Director/Medical Director

Tammy Cody, BS
Deputy Health Director

VACANCY ANNOUNCEMENT

TITLE: Program Assistant IV/Youth Coordinator

GRADE: 59

SALARY: \$24,000 – \$29,000

DESCRIPTION OF WORK:

- Lead recruitment and development efforts of the Madison Patriots Prevention Partners (MP3) teen task force, providing guidance and coordination to the student members.
- Work with the Projector Director to assess needs, plans, and carry out strategies as outline in the 12-month action plan, including educational student programs and events.
- Coordinate and conduct training and skill building opportunities for student members.
- Develop relationships with local program directors and community agencies to foster and develop a pool of alternate resources and avoid replication of service.
- Work with Program Director and Leadership Team to track progress to ensure compliance, appropriate and efficient use of resources and provide outcome related reports to ensure progress is made to reduce youth substance abuse and increase the capacity of the coalition.
- Other duties as assigned by the Program Director

KNOWLEDGE, SKILLS AND ABILITIES:

Employee must:

- Report to work on time, including scheduled meetings and events throughout the work week.
- Possess high energy and an outgoing personality, with ability to speak in front of large groups of people.
- Have strong communication, analytical, and organizational skills, both oral and written.
- Have considerable knowledge of youth leadership and empowerment skills, preferably with ATOD.
- Collect and report data in an accurate and timely manner using multiple electronic systems.
- Participate in program planning, implementation and evaluations as outlined in the program action plan.
- Understand work processes, office/program administration techniques and related systems.
- Interface with the public in a pleasant and helpful manner via telephone, electronic mean or in-person.
- Maintain positive interpersonal relations with clients, co-workers and leadership team.
- Be a team player yet able to work independently.
- Keep abreast of any guidelines or regulations, which impact the deliverables of the program/grant.
- Demonstrate flexibility in the position, as work priorities may change without prior notification.
- Make independent judgments with immediate supervisor and higher-level staff available for consultation.
- Be proficient with Microsoft applications including Excel and Word and have computer skills that enable understanding and working within electronic data tracking system.
- Ability to establish and maintain effective working relationships with associates, officials, and the general public.
- Ability to work with minimal supervision and prioritize workload.
- Must be a positive role model exemplifying the spirit of a Drug Free Community program, this includes no use of any tobacco and e-cigarette products.

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MINIMUM TRAINING AND EXPERIENCE:

- Completion of high school or equivalent and completion of a four-year program in a college or university with major emphasis on coursework in sociology/human services, youth leadership, psychology, social work or related field and a minimum of 2 years of experience working directly with youth 6th-12th grade in a leadership and administrative capacity with basic youth leadership, empowerment and prevention knowledge and understanding, preferably with ATOD experience.
Or
- Completion of a two-year program in a college or university preferably with major emphasis on coursework in sociology/human services, youth leadership, psychology, social work or related field and a minimum of 4 years of experience working directly with youth 6th-12th grade in a leadership and administrative capacity with Basic youth leadership, empowerment and prevention knowledge and understanding, preferably with ATOD experience.

CONDITIONS OF EMPLOYMENT:

Applicants must have a valid NC driver's license and reliable transportation. All applicants tentatively selected for this position will be required to submit to a urinalysis to screen for illegal drug use. A criminal records check will be conducted.

APPLICATION PROCESS:

Applicants will be given credit only for information provided in response to this announcement. No additional information will be solicited or considered by this office, therefore, persons who submit incomplete applications may not receive full credit for their education, training and experience. Applicants will not automatically be given credit based on their position title.

A NC State Application Form (PD 107), resume and official high school and/or college transcripts must be submitted to:

Heather Sharp, Program Director

Address:
Madison County Health Department
493 Medical Park Drive
Marshall, NC 28753

Or

Email:

hsharp@madisoncountync.gov

CLOSING DATE: Position is open until filled.

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