



# Athens-Hocking-Vinton

Alcohol, Drug Addiction and Mental Health Services Board

Serving Athens, Hocking, and Vinton Counties for Over 50 Years

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## Community Services Coordinator

The Athens-Hocking-Vinton 317 Board, the public funding, planning and development authority for alcohol, drug addiction and mental health services, is accepting applications for the position of **Community Services Coordinator** who will work as part of the team assisting community partners in navigating resources and coordinating care across systems.

### Essential Job Functions:

- Coordination of Board's work with partner agencies in the areas of housing, criminal justice, treatment, guardianship, and recovery supports
- Serve as a liaison to contract agencies, community partners, recovery services and OhioMHAS to support the mission of the Board in three counties
- Assist with special projects, program management, and trainings that promote mental health and recovery supports
- Act as a point person to connect, problem solve, and align resources

### Knowledge, Skills & Abilities:

- Excellent interpersonal communication, writing, organization and customer service skills
- Demonstrated knowledge of community resources within behavioral health and recovery services system of care
- Understanding of public benefits and system navigation
- Basic knowledge of data gathering and analysis
- Proficient in Microsoft 365

### Minimum Qualifications:

- Bachelor's level degree in any discipline combined with three years of demonstrated experience which provides the requisite knowledge, skills and abilities for the position

### Preferred Qualifications:

- Three years of demonstrated experience in performing similar duties in a public, non-profit, or community health setting
- Master's level degree with state licensure in mental health/substance use disorder services

**In addition to the Essential Job Functions and Knowledge, Skills, and Abilities identified, the following competencies are considered during the hiring process and are integral to the position:**

**Teamwork:** Works effectively in a team environment to accomplish organizational goals. Builds constructive working relationships with interested stakeholders to identify and meet mutual goals and objectives.

**Project Management:** Facilitate meetings with key leaders and collaborate with project teams to ensure timely decision-making and effective communication between project stakeholders at all levels. Ability to create, prioritize, manage and document assigned projects.

The Athens-Hocking-Vinton 317 Board is an Equal Opportunity Employer



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**Conflict Management:** Uses appropriate interpersonal styles and techniques to reduce tension between two or more people. Able to identify common interests and facilitates resolutions. Steps up to conflicts and sees them as opportunities. Finds common ground and achieves cooperation without disruption to workflows or interpersonal relationships.

**Cultural Competence:** Values an inclusive organization where the differences of all people are respected, valued and utilized towards achieving common goals. Respects and relates well to people from varied backgrounds, understands diverse worldviews, and is sensitive to group differences; sees diversity as an opportunity, respectfully challenges bias and intolerance. Supports equal and fair treatment.

**Communication:** Clearly conveys and receives information and ideas through a variety of media to individuals or groups in a manner that engages the listener, helps them understand and retain the message and invites response and feedback. Keeps others informed as appropriate. Demonstrates effective written, verbal and listening skills.

**Collaboration:** Develops and maintains effective working relationships with coworkers and stakeholders through the use of strong interpersonal skills to meet mutual goals and objectives. Obtains cooperation from others; seeks and encourages win-win alternatives.

**Influence:** Uses appropriate interpersonal skills and techniques to gain support and acceptance for ideas or solutions. Uses influencing strategies to gain mutually beneficial agreements; Seeks to persuade rather than force solutions or impose decisions or regulations; and recognizes personal autonomy of others.

**Dependability and Reliability:** Personally responsible; completes work in a timely, consistent manner; is committed to being available during business hours to further organizational goals; demonstrates regular and punctual attendance; arrives prepared for work; is committed to doing the best job possible; diligently follows through on commitments and consistently meets deadlines.

**Annual Salary Range:** \$45-55K with excellent benefits

**Submission Date:** *Must be received or postmarked no later than* January 15, 2022

**Applicants:** Submit all documents to be considered eligible to [hr@ahv317.co.athens.oh.us](mailto:hr@ahv317.co.athens.oh.us)

1. Cover letter
2. Resume
3. Contact information for two supervisory references