

**GENESEE/ORLEANS COUNCIL ON ALCOHOLISM AND SUBSTANCE ABUSE, INC.**

**J O B   V A C A N C Y**

**PROJECT COORDINATOR: Greater Rochester Health Foundation**

**REPORTING RELATIONSHIP:**

Directly responsible to the Director of Communications/Development/Prevention.

**SUMMARY OF DUTIES:**

The successful candidate will be responsible for coordinating the activities of the Genesee-Orleans-Wyoming (GOW) Opioid Task Force and the Greater Rochester Health Foundation Special Opportunity Grant. Oversee the daily activities of the grant project including taking the steps necessary to actively lead the following key grant activities: Establish and disseminate a plan for deploying Peer Recovery Coaches across the three counties as needed to wherever they are needed. Collaborate with hospitals to revise policies to support implementation of Peer Recovery Coaches, emergency doses of Suboxone, and Naloxone training in the emergency departments. Collaborate with the Naloxone Work Group to increase coordination, consistency, and comprehensiveness of Naloxone trainings and training tracking. Simplify, unify, and promote phone-based help options to increase access to care. Collaborate with consultant(s) to create and launch a website, Task Force brand, and call line marketing campaign to increase access to care. Increase consistent, standardized data tracking and reporting. Serve as the Liaison between the Work Groups and the Steering Committee. Recruit community members from the tri-county area from a diverse range of sectors, but particularly from currently underrepresented groups such as youth, community members of color, seniors, LGBT individuals, school representatives, etc. 4. Coordinate data collection with the evaluator, GOW Opioid Task Force Steering Committee, and workgroups, and assist with reporting. Coordinate collaboration with partners.

**QUALIFICATIONS:**

A Bachelor's Degree required as well as demonstrated leadership or project coordination experience, excellent writing and speaking skills, and outstanding collaborative skills. Individuals with coalition, task force, or work group leadership, and/or community mobilization efforts experience strongly encouraged to apply. Valid NYS driver's license and method of transportation required. Must be addiction free, including tobacco. Pre-employment background check/post offer drug screening required. This is a salaried nonexempt grant funded position. EOE

**FOR MORE INFORMATION CONTACT:**

Shannon Ford, Director of Communications/Development/Prevention  
Genesee/Orleans Council on Alcoholism and Substance Abuse, Inc.

430 East Main Street

Batavia, New York 14020

Phone: 585-815-1803

Email: [sford@gcasa.org](mailto:sford@gcasa.org)

**Please send resume, cover letter, and a 3-5-page persuasive writing sample to:**

GCASA, Attn: Human Resources, 430 East Main Street, Batavia, NY 14020

POSTED:

3/13/18

DEADLINE:

ASAP

Genesee/Orleans Council on Alcoholism and Substance Abuse does not discriminate on the basis of race, creed, color, national origin, sexual orientation, age, disability, or marital status as decreed by Law, and is in compliance with Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.