



700 Columbine St., Sterling, CO 80751 - (970) 522-3741 – (877) 795-0646 - www.nchd.org

<u>Job Title:</u> Youth Substance Misuse Community Health Specialist - Youth Substance Prevention Program (YSMCHS)	
<u>Pay Range:</u> \$17.00 - \$20.00 per hour	<u>Updated:</u> August 2026
<u>Supervisor:</u> Health Integration Manager	<u>Location</u> Yuma
<u>Schedule:</u> Full-time	<u>Employee Type</u> Non-Exempt
<u>Education:</u> Any combination of education, training and lived/work experience which provides the knowledge, skills and abilities required for the position.	<u>License/Certificates</u> • Driver's License (Required)

General Statement of Duties

The Youth Substance Misuse Community Health Specialist (YSMCHS) leads a youth-focused community coalition (grades 7-12) using Collective Impact strategies and evidence-based prevention frameworks. The position supports communities in promoting mental health, preventing substance misuse, and reducing violence through effective programs and policies.

The specialist coordinates coalition workgroups, develops evaluation and sustainability plans, and ensures prevention strategies meet local needs. The role includes recruiting and guiding youth and adult coalition members to build capacity and drive community-level outcomes.

The YSMCHS manages a comprehensive prevention system for youth, young adults, and families, and collaborates with multi-agency partners throughout Northeast Colorado.

This position is subject to grant funding.



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Primary Duties and Responsibilities

Any one position may not include all the duties listed, nor do the listed include all tasks which may be found in a position of this class. The Northeast Colorado Health Department retains the right to modify or change the duties or essential functions of the job at any time.

This role will make an impact at NCHD and the community through the following activities.

- Responsible for recruiting and engaging key leaders, stakeholders, parents, youth and other community members to establish a sustainable coalition board (healthcare, law enforcement, public education, elected officials, etc.);
- Leads in the development and implementation of a comprehensive community youth substance use prevention work plan;
- Uses effective and equitable group facilitation skills to guide the coalition and its workgroups, through group discussions of action planning and sustainability;
- Develops and implements the Social Development Strategy (SDS) with the goal of providing young people with opportunities, skills and recognition to strengthen youth's bonds with their family, school and community;
- Responsible for overseeing, directing and problem solving the implementation of preventive interventions selected by the coalition community board;
- Coordinates with the coalition board to establish effective monitoring and reporting systems, by conducting surveys/assessments and gap analysis;
- Provides outreach, training, education and assistance to community partners of evidenced-based interventions, policies and best practices to prevent youth substance use;
- Coordinates the dissemination of information to key leaders, schools, youth service providers and the public;
- Gives presentations to groups of varied interests and backgrounds; develops and delivers informative and persuasive presentations;
- Creates agendas, meeting notes and other applicable documents for coalition key leaders, board members and workgroups;
- Prepares and completes applicable grant progress reports and other documentation as required by the funder for the program, including the collection, organization and analyzing the data, in a timely manner;
- Collaborate with the coalition in writing grant proposals, providing key reports and other materials to obtain funding for a strategic funding plan to support implementation of strategies and programs for coalition sustainability;
- Participates in professional development training opportunities, including grantee meetings, and specific training identified by CDPHE such as effective facilitation strategies, positive youth development, accessing data resources and prevention science;



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- Successful completion of the Community Mobilizer Trainings within six months of employment;
- Promotes NCHD's community health programs to create healthy, thriving and resilient communities free from violence and injury;
- Provides exceptional customer service in order to promote and maintain a positive public image, constructive working environment and foster pride and professionalism in the workplace and community;
- This is an in-person position, located in a physical NCHD office and will occasionally assist with office coverage and administrative duties;
- Weekly travel is required; and
- Perform other duties as assigned.

Qualifications and Experience

- Passion for community health and a desire to learn program deliverables.
- Demonstrated ability to form and maintain strong relationships with strategic partners, e.g. government agencies, non-profit agencies, schools, businesses, faith-based communities, parents, youth and other community partners.
- Must possess excellent one-on-one and group interpersonal skills, including facilitation skills, strong listening skills, conflict management skills and patience.
- Ability to communicate effectively, verbally, to a broad spectrum of community partners. Must possess professional demeanor.
- Ability to write effectively to maintain accurate records, report writing and the creation of clear, concise and grammatically correct letters, reports, presentations and other forms of communication.
- Excellent computer skills, including Microsoft Office, database entry and management, office and spreadsheet applications.
- Ability to follow written and oral instructions.
- Knowledge of principles and practices of coalition building and developing community partnerships.
- Demonstrated ability to think both "macro" (big picture, long-term strategy) as well as "micro" (managing daily tasks).
- Ability to think critically and contextually. Able to identify potential challenges, develop solutions and take the lead in solving problems.
- Dedicated to professional growth through participating in training on best practices, evidence based practices, policies and procedures in assigned programs.
- Skill in prioritizing and organizing multiple tasks and the ability to complete projects in a timely manner.
- Knowledgeable and skilled in community education, public relations and communication principles and practices.

- Serving Logan, Morgan, Phillips, Sedgwick, Washington and Yuma counties since 1948 -



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- Working knowledge of principles of collective impact, community organizations and resources.
- Must be self-directed, as well as a team player.

WORKING ENVIRONMENT

This position involves working in an office environment. Familiarity with general office equipment such as computers, copy machines, and fax machines, is required. NCHD also requires the use of computer programs such as calendars, email, virtual meetings, MS Office products, etc. Daily activities may involve standing, sitting, driving, stooping, kneeling, climbing, lifting, carrying, transferring objects, reaching, pushing, and pulling. Periodic travel is expected of all staff throughout the 6-county region (Logan, Morgan, Phillips, Sedgwick, Washington, and Yuma Counties). Stairs are present in many offices. The climate and/or temperature, depending on assignment, may be uncomfortable at times.

DRUG-FREE WORKPLACE STATEMENT

In 1988, Congress enacted the Drug-Free Workplace Act. This law requires employers who contract with or receive grants or funding from federal agencies to certify that they will meet certain requirements for providing a “Drug-free workplace.” The Northeast Colorado Health Department intends to comply with all provisions of the Act. Therefore, to ensure a safe working environment, it is the policy of Northeast Colorado Health Department that use of alcohol, other drugs, or controlled substances during work hours is prohibited. Likewise, it is the policy of Northeast Colorado Health Department that illegal possession, manufacture, use, sale, or transfer of a controlled substance on NCHD property or during work hours by its employees is prohibited.

EQUITY IN THE WORKPLACE

Northeast Colorado Health Department recruits, hires, employs, trains, promotes, and compensates individuals based on job-related qualifications and abilities. The Northeast Colorado Health Department also has a policy of providing a work environment that respects the dignity and worth of each individual and is free from all forms of employment discrimination, including harassment, because of race, color, sex, gender, age, religion or religious creed, national origin, ancestry, citizenship, marital status, sexual orientation, gender identity, gender expression, genetic information, physical or mental disability, military or veteran status, or any other characteristic protected by law.



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HIPAA STATEMENT

It is the intention of the Northeast Colorado Health Department (NCHD) to ensure the confidentiality and integrity of protected health information of both patients and employees, as required by HIPAA, professional ethics, accreditation standards, licensure requirements, and any other legal requirements. Employees/students/volunteers are expected to follow NCHDs policies, guidelines and standards for workforce performance expectations which are mandated by HIPAA.

EMERGENCY PREPAREDNESS AND RESPONSE DUTIES

Employees are required to complete Northeast Colorado Health Department provided emergency response training, exercises, and drills to prepare for a public health emergency. As First Responders, employees are required to support public health emergencies, incidents and events.

BENEFITS INCLUDE:

- Medical insurance options at the beginning of the month after hire.
- Dental insurance options at the beginning of the month after hire.
- Vision insurance options at the beginning of the month after hire.
- Voluntary benefit options available at the beginning of the month after hire.
- PERA Retirement upon hire.
- 401K participation.
- PSLF Eligible employer.
- 2 hours/month wellness leave (non-accruing) (full-time only).
- Paid sick time (part-time only).
- Paid time off (full-time only), accrues at 19 hours/month.
- 12 paid holidays/year.

Signature _____ Date _____