



CITY OF CHELSEA, MA  
Human Resources Department

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**JOB POSTING**  
**REGIONAL YOUTH SUBSTANCE USE PREVENTION MANAGER**

**Employer:** City of Chelsea                      **Department:** Health and Human Services  
**Supervision:** MGH Healthy Chelsea Coalition  
**Pay Grade:** MM6 Non-Union                      **Salary Range:** \$67,678.96 - \$84,521.74

**POSITION SUMMARY**

The Regional Manager will lead all aspects of a regional youth substance use prevention grant titled MassCALL3 (Massachusetts Collaborative for Action, Leadership, and Learning) under MA Department of Public Health's Bureau of Substance Abuse Services.

The grant operates in the communities of Chelsea, Revere, and Saugus, with the City of Chelsea as the lead fiscal agent. The Healthy Chelsea Coalition, under Massachusetts General Hospital's Center for Community Health Improvement, will provide all oversight and supervision for the regional manager.

The MassCALL3 grant supports community efforts to prevent misuse of substances of first use (e.g., alcohol, nicotine, cannabis) as well as to support youth mental health and wellness. The regional manager leads a systematic public health planning process with a variety of community partners to implement comprehensive evidence-based prevention programs, policies, and practices. The manager also organizes community / regional health workshops and trainings and develops a plan for evaluating these programs.

**ESSENTIAL FUNCTIONS**

- Coordinates and implements community-wide efforts to prevent and reduce youth substance misuse issues and their underlying causes.
- Coordinates and implements community-wide efforts to support youth mental health and wellness
- Coordinates assessment, capacity building, planning, implementation, and evaluation efforts
- Builds and maintains strategic partnerships to support coordinated, community-wide approaches to substance misuse prevention efforts and mental wellness initiatives through policy, practice, systems, and/or environmental changes.
- Oversees the development, refinement, and implementation of a strategic plan
- Leads a core planning team of 8-10 individuals and facilitate bi-monthly meetings to move initiatives forward

- Monitors program progress, goals, and objectives. Maintains regular contact with departmental leadership team.
- Serves as a public health educator by conducting seminars, lectures, and other public forums while also sharing and disseminating existing and collected data to internal and external audiences.
- Maintains knowledge and expertise in relevant areas of public health and changes in pertinent public health laws and regulations.
- Prepares and files all grant related reports as needed.
- Maintains sound financial records in accordance with city procedures and grantor require
- Assists and participates in the organization and development of the department's strategic planning process, accreditation, organizational improvement strategies, assessments and evaluations, and emergency preparedness programs.
- Maintains regular contact with departmental leadership team.
- Participates and/or assists in public health programs in the community as required.
- Maintains relationships with existing core partners and stakeholders, while also consistently recruiting new partners and stakeholders

## **MINIMUM QUALIFICATIONS**

### **Education, Training and Experience**

- Bachelor's degree in public health, social work, urban studies, psychology, or a related field; Master's degree preferred
- At least two years of experience in public health or a related field
- Community organizing, working with diverse populations and broad-based coalitions
- Facilitating groups and meetings
- Experience promoting collaborations and partnerships within and/or across agencies and communities
- Ability to analyze and present data
- Proficiency in Spanish and/or Portuguese preferred but not required

The City of Chelsea will consider applicants with equivalent combination of education and experience.

### **Knowledge, Ability and Skills Needed:**

- Excellent oral and written communication skills
- An understanding of the social determinants of health and a commitment to social justice, racial and health equity; an understanding of racism as a public health issue
- Ability to work with a variety of stakeholders with differing needs, priorities, and level of readiness
- Knowledge of Chelsea and/or its partner communities of Revere and Saugus
- Strong organizational skills
- Ability to prioritize and multi-task
- Knowledge and application of SAMHSA's Strategic Prevention Framework (SPF) strongly preferred
- Intermediate or higher-level skill in Microsoft Office suite
- Certified Prevention Specialist, in the process of becoming certified, or willing to work towards certification
- Valid Class D motor vehicle driver's license and the ability and willingness to drive or the ability to travel to meetings independently.

### **JOB ENVIRONMENT**

Work Hours: Monday – Friday, 9:00am – 5:00pm

Most work is performed in typical office settings, with regular attendance at off-site meetings, including occasional ones beyond normal business hours. The employee operates standard office equipment.

**SUPERVISION:** MGH Healthy Chelsea Coalition

To apply, email your application and/or resume to [jobs@chelseama.gov](mailto:jobs@chelseama.gov) or send to Human Resources, City of Chelsea, 500 Broadway, Room 301, Chelsea, MA 02150

To view all of our Job Openings, go to our website at [www.chelseama.gov](http://www.chelseama.gov).

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