



CITY OF PEABODY

# HUMAN RESOURCES DEPARTMENT

CITY HALL, 24 LOWELL STREET, PEABODY, MA 01960

Phone: (978) 538-5723/5721

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Director of Human Resources

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## JOB POSTING

Health & Human Services Department  
Division of Social Services  
Behavioral Health & Substance Use Disorder Care Coordinator

**Job Title:** Behavioral Health & Substance Use Disorder Care Coordinator

**Location:** Peabody Police Department, 6 Allens Lane, Peabody, MA 01960

**Schedule:** 32.5 hours/week, Monday & Wednesday 8:30 AM – 4:00 PM  
Tuesday & Thursday 11:00 AM – 8 PM, Friday 8:30 AM – 12:30 PM  
Additional evening and weekend hours may be required

**Salary:** \$59,135 - \$62,737 DOQ

### **Summary Statement of Duties: (Full job description available at the Human Resources Department, City Hall, 24 Lowell Street)**

Under the direction of the Director of Social Services, the Behavioral Health & Substance Use Disorder Care Coordinator (“Care Coordinator”) designs and implements intervention and support programs to assist Peabody residents and their families in need of behavioral health services during all stages of substance use and recovery.

### **Essential Duties and Responsibilities:**

- Increases access to inpatient and outpatient behavioral health and substance use disorder treatment options and resources.
- Coordinates and facilitates regular substance use and mental healthcare provider meetings in Peabody.
- Develops proactive outreach programs for substance users and families.
- Supports implementation of an access to treatment scholarship program.
- Provides on-going community-based support and consultation to individuals and families.
- Connects residents to existing support and education groups and coordinates and facilitates support and education groups as needed.
- Hosts and participates in community-wide educational and outreach events.
- Follows up with city residents post-police response.
- Assists Mental Health/Substance Abuse Clinician with assessment and intake of clients.
- Maintains data collection related to position including but not limited to the number of referrals, responses, outcomes, and other relevant measures.
- Coordinates prevention strategies with the Youth Outreach Coordinator.
- Coordinates treatment and recovery strategies with the Mental Health/Substance Abuse Clinician.
- Supervises interns as needed.
- Performs additional duties as may be assigned or required.

**Skills and Qualifications:**

- A minimum of a B.S. or B.A. in social work, public health, or a related field. The ideal candidate will have a master's in social work (MSW) or mental health counseling.
- Experience working in behavioral health and/ or public health programs and providing services. Related experience (3 years) may be considered as a substitute for advanced educational degrees.
- Proficiency in Spanish and/or Portuguese preferred.
- Thorough knowledge of evidence-based substance use, prevention, intervention, and treatment strategies.
- Demonstrated multi-tasking skills.
- Experience developing programs and reporting systems.
- Ability to work with multiple teams and departments as well as independently.
- Basic knowledge of evidence-based substance use treatment and prevention strategies, willingness to learn and attend training.
- Excellent verbal and written communication skills. Ability to present to groups of people.
- Must possess a valid Massachusetts Driver's License and reliable transportation in order to travel to meetings, conferences, and trainings within the City of Peabody and throughout Massachusetts.
- Demonstrated proficiency in and experience using Microsoft Office programs.
- Must successfully complete a Massachusetts criminal background check, drug screen and physical exam.

This position requires in-person attendance. Requires vision for reading accurately from a variety of texts, written reports, and computer screens. Ability to lift and or move up to 15 pounds. Must enjoy working with the public and be tactful and respectful in dealing with the public in person, via email and phone. Must be able to read and write in English. This position requires exceptional customer service skills and the ability to maintain strict confidentiality.

**Posting date: November 7, 2023**

**How to apply:** Interested, qualified candidates please apply by submitting a cover letter and resume by the preferred application date of Friday, December 1, 2023, at 12:30 PM. Position to remain open until filled. **Candidates will be considered as applications are received.** Apply to the Human Resources Department at City Hall, 24 Lowell Street; via email to [hr@peabody-ma.gov](mailto:hr@peabody-ma.gov); or by fax 978-278-1544. Application is available online at: <https://www.peabody-ma.gov/hr/JobApplication.pdf>. The City of Peabody is an EOE.