



Prevention Manager

Classified

GREENLEE COUNTY

Established Date:

LEVEL:

JOB SUMMARY

Under the supervision of the County Health Officer or designee, the Prevention Manager is responsible for planning, developing, implementing, and evaluating community-wide prevention initiatives designed to reduce health risks, chronic disease, and substance misuse throughout Greenlee County. The position supports community coalitions, stakeholder partnerships, and evidence-based prevention efforts through education, outreach, grant management, strategic planning, and program evaluation. The Prevention Manager utilizes data-driven approaches to improve public health outcomes and strengthen community wellness initiatives.

ESSENTIAL JOB FUNCTIONS

- Coordinates, facilitates, and mentors community coalitions, school districts, law enforcement agencies, healthcare providers, and community organizations in evidence-based prevention strategies.
- Works directly with established community networks to sustain long-term prevention and wellness initiatives.
- Plans and coordinates staff trainings, stakeholder workshops, community meetings, and strategic task force activities.
- Prepares reports, presentations, educational materials, and grant documentation to support program objectives and compliance requirements.
- Interprets local health data and develops written analyses to support departmental planning and decision-making.
- Assists in the evaluation of prevention initiatives to measure effectiveness and progress toward established goals.
- Provides recommendations to leadership regarding emerging health trends, prevention priorities, and community needs.
- Reviews program communications, grant guidance, regulatory updates, and compliance materials and implements required actions.
- Assists in the development of community health assessments, evaluation frameworks, and strategic initiatives.
- Performs other related duties and special projects as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Public Health, Community Health Education, Public Administration, Social Work, or a closely related field; or an equivalent combination of education and experience.
- Minimum of two (2) years of professional experience in program planning, community health development, health education, prevention programming, or project evaluation.
- Must possess and maintain a valid Arizona Driver License.
- Must demonstrate effective written and verbal communication skills.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of public health systems, prevention science, and community health promotion strategies.
- Knowledge of federal, state, and county regulations, policies, and grant requirements affecting public health programs.
- Strategic planning, public relations, social marketing, and community engagement techniques.
- Ability to establish and maintain effective working relationships with diverse stakeholders and community partners.
- Ability to facilitate meetings, workshops, trainings, and collaborative planning efforts.
- Strong analytical, organizational, project management, and problem-solving abilities.
- Ability to prepare clear, concise reports and interpret health and program data.
- Skilled in written and verbal communication and presentation development.
- Ability to manage multiple priorities while maintaining compliance with grant requirements and departmental standards

PHYSICAL REQUIREMENTS

- Ability to sit for extended periods while working at a computer or conducting client consultations
- Ability to stand and walk periodically throughout the clinic or office
- Ability to use standard office equipment, including computers, phones, and printers
- Ability to perform repetitive hand and wrist movements (e.g., typing, data entry)
- Ability to communicate clearly in person and over the phone/computer
- Ability to occasionally lift and carry items up to 15–25 pounds (e.g., educational materials, office supplies)
- Ability to bend, reach, and move as needed to access files or equipment
- Visual ability to read screens, documents, and client records
- Ability to travel locally for outreach events or community activities, if required