



AREA AGENCY ON AGING  
REGION ONE, INCORPORATED

## MEBHAC Coalition Coordinator

**DEFINITION:** Under the supervision of the Director of Behavioral Health, the Coalition Coordinator is responsible for coordinating the activities of the Maricopa Elder Behavioral Health and Aging Coalition (MEBHAC) to support the implementation of prevention strategies focused on older adults to promote substance use awareness and suicide prevention.

### MAJOR DUTIES

- A. Coordinate and support the MEBHAC Coalition, ensuring alignment with its mission, vision, and strategic plan
- B. Facilitate monthly coalition meetings, ensuring participation from at least eight diverse community sectors
- C. Lead implementation and monitoring of the Coalition's Strategic Plan using the SAMHSA Strategic Prevention Framework (SPF)
- D. Track progress toward goals; analyze and use data to inform coalition planning and evaluation
- E. Promote and support prevention initiatives targeting older adults, particularly in the areas of substance use and suicide prevention
- F. Deliver evidence-based and community-wide prevention presentations (e.g., *Rx Matters*, *A Matter of Life*, *Mental Health First Aid*)
- G. Develop educational materials and engage stakeholders through presentations, events, and outreach activities
- H. Document all coalition activities, outreach, and presentations in progress notes and enter data into the Primary Prevention Portal
- I. Maintain and strengthen community partnerships to support coalition initiatives
- J. Represent MEBHAC at MatForce subrecipient meetings and SACLAz (Statewide Aging Coalition) events; share updates with coalition members
- K. Maintain accurate records, including agendas, attendance, meeting minutes, and activity documentation
- L. Prepare comprehensive reports detailing coalition activities, outcomes, and progress toward strategic goals
- M. Stay current on best practices in prevention, coalition development, and behavioral health related to aging populations
- N. Perform additional duties as assigned by the ElderVention Program Director

### II. OTHER DUTIES

- A. Other duties as assigned by the supervisor
- B. Attend staff and community meetings

- C. Participate in training programs for aging services professionals
- D. Assist in developing and maintaining monthly, quarterly, and annual reports
- E. Perform in a manner that is supportive of the cultural needs of the population(s) served by the program or service.

### III. QUALIFICATIONS

- A. Bachelor's degree in public health, social work, behavioral health, gerontology, or a related field required. Minimum of two years' experience in coalition coordination, prevention education, community outreach, or a related area. Knowledge of aging-related issues, behavioral health, and the SAMHSA Strategic Prevention Framework is highly desirable. Must have Level One Fingerprint Clearance Card. Must have valid Arizona driver's license and current automobile insurance. Driving throughout Maricopa County.

The Area Agency on Aging, Region One is an equal opportunity provider and employer. It does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran.