

City of Sallisaw
Job Description

Job Title: Outreach Coordinator

Exempt (Y/N): Yes

Date: November 2019

Department: Administration - Grants

Reports To: Prevention Services Director

SUMMARY

This is a professional position, wherein the incumbent is responsible for providing resources to individuals and families who are affected by opioid overdose incidents in Sequoyah County. This position helps families utilize community resources to meet their current needs. In addition, this position will assist with development of a crisis intervention team through recruiting and maintaining partnerships with community service providers and stakeholders. Incumbent must have dependable transportation and be able to work flexible hours, according to need. The position is contingent on grant funding.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following. Other duties may be assigned.

- Coordinates access to government services and other non-profit services.
- Advocates for families when necessary, and empowers individuals and families to advocate for themselves, when appropriate.
- Maintains accurate and up-to-date program documentation.
- Provide outreach services to the individuals and families affected by opioid use disorder in the community, on the streets, in rural counties as deemed necessary by the Director of Prevention Services.
- Collaborate with the Crisis Intervention Team to assist in connecting families and individuals to services.
- Provides respectful and collaborative support to service team members and shares responsibility with all team members for client outcomes.
- Represents the coalition and crisis intervention team at outside agency meetings on an as needed basis.
- Maintains positive public relations and serves as a liaison with other related community services.
- Maintains up to date client list.

- Keeps accurate data on all clients and assists the Director of Prevention Services with data gathering and reporting, as needed.
- Provides information to the Director of Prevention Services for monthly, quarterly, and annual reporting purposes.
- Appear for scheduled work with regular, reliable, and punctual attendance
- Performs other duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree required. Minimum of 3.5 years experience in the social service field and a minimum of 2 years in the mental health field. Proficient knowledge of mental illness and substance misuse, with an emphasis on opioid disorder.

LANGUAGE SKILLS

Ability to read and understand program requirements. Ability to document activities and provide reports. Must be able to demonstrate good communication and management skills. Must have the ability to speak effectively in large and small groups.

INTERNAL AND EXTERNAL COMMUNICATION

Must have strong oral and written communication skills, strong interpersonal and leadership skills, be well organized and able to multitask. Must be a self-starter and can work independently. Contact with others beyond immediate associates, but generally of a routine nature, Frequent contact with general public, patrons or other outside representatives.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICNESES, REGISTRATIONS

Must have a valid Oklahoma driver's license with driving record suitable to the City's insurance carrier. Must be able to obtain Certified Prevention Specialist (CPS) certification through the Oklahoma Drug and Alcohol Professional Counselor Association (ADAPCA) within 12 months of hire.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee would be required to sit for periods of time, talking on telephone, working with computers. Travel is required, must have reliable transportation. Ability to climb up and down stairs. Able to carry up to 30 lbs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent typically works indoors. The noise level in the work environment is usually moderate.

**A pre employment drug test is required. Successful applicant must reside within a 20-minute response time of the city limits of Sallisaw, Oklahoma.

Approved: _____



City Manager

Date: _____

12/9/2019