

City of Sallisaw
Job Description

Job Title: Special Projects 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 coordinating naloxone trainings, outreach, and tracking naloxone distribution throughout the county. Incumbent must have dependable transportation and be able to work flexible hours, according to need. This position contingent on grant funding.

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

- Provide and coordinate trainings to law enforcement, medical professionals, pharmacists, treatment providers, key stakeholders, and lay persons on topics such as best practices for prescribing opioids, pain management, recognizing potential cases of substance use disorder, and referrals to treatment programs. Trainings will be in the form of medical forums and town hall meetings.
- Incumbent will utilize evidence-based resources including, but not limited to the CDC Opioid Prescribing Guidelines, SAMSHA's Overdose Prevention Toolkit, Harm Reduction Guide to Developing and Managing Overdose Prevention and Take-Home Naloxone Projects, Stanford's Chronic Pain Self-Management Program, and the Good Samaritan Law.
- Conduct individual and group training sessions to educate and distribute Naloxone kits to individuals in the community who are affected by opiate use and overdose.
- Conduct outreach in the communities of Sequoyah County to promote the Sallisaw NOW Opioid Overdose Prevention Project and its services.
- Provide training to individuals regarding naloxone use through outreach efforts to other non-profits and community organizations.
- Participate in strategic planning for outreach and promotion of the overdose prevention program.
- Conduct trainings in a variety of environments, including traditional and non-traditional settings (i.e. housing programs, faith-based settings).
- Network with organizations who are need of Naloxone training.
- Complete all required documentation to track all trainings delivered and kits distributed.

- 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 degree with at least one-year experience in either behavioral health or public health. Strong computer skills.

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. 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