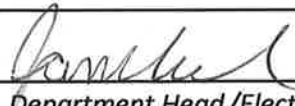
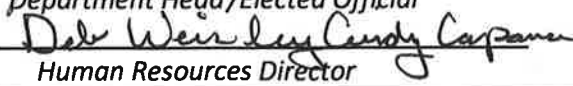


**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Overdose Prevention Coordinator		PAY GRADE: B25	
DEPARTMENT: Health and Human Services		FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
REPORTS TO: HHS Health Promotion Coordinator		LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
BARGAINING UNIT: N/A		SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
APPROVED: 		_____ <u>10/9/18</u>	
Department Head/Elected Official		Date	
		_____ <u>10-11-18</u>	
Human Resources Director		Date	

I. PURPOSE SUMMARY. This position will implement and maintain the Prescription Drug/Opioid (PDO) Overdose Prevention grant and other related projects. Under the supervision of the Health Promotion Coordinator, this position is responsible for the development, implementation and evaluation of the program strategic plan. This will include the delivery of education and coalition building activities aimed at prevention prescription and opioid related overdoses.

II. ESSENTIAL DUTIES.

A. Program Development and Evaluation

1. Increase access to Narcan through strategic planning, program development, and cultivation of local partnerships.
2. Collect and summarize data for evaluation and reporting.
3. Research and apply Bi-National trends in services information for application to assigned programs.
4. Assist the Health Promotion Coordinator with the following:
 - i. Coordinate the ongoing needs assessment, capacity building and evaluation for opioid misuse and overdose prevention activities. This includes utilizing a capacity building process with consumers and community members to identify needs.
 - ii. Design and conduct evaluations and diagnostic studies to assess the quality and performance of the program.
 - iii. Prepare technical and narrative reports that describe data, information, and completed analysis on programs or projects for internal and external use.
 - iv. Monitor budgets relevant to assigned initiatives to assure compliance with funding regulations and budgetary guidelines.
 - v. Develop policy statements and recommendations for agency level and local or state policy changes.

B. Health Education

1. Provide overdose prevention, education, and technical assistance for community-based organizations, health and social services providers, first responder entities, and other identified organizations.
2. Purchase, store, track, and distribute Narcan for Dona Ana County.

3. Research, develop and deliver high quality PDO curriculum, instructional methods, and programs that effectively target and address the health and lifestyle risks based on need and demand.
4. Conduct PDO outreach and education activities for the department, and lead volunteers and other assigned staff in development, implementation, and reporting of programs.
5. Stay up-to-date on PDO information and research to make sure that projects are based on evidence of effectiveness.
6. Serve as community advocate by providing appropriated PDO information, referrals, and other support services as needed.
7. Identify and develop supplemental materials for education. Research and purchase teaching materials, videos and other resources that will enhance the learning experience.
8. Assist the Health Promotion Coordinator to regularly update PDO committee members, recruit new members, and facilitate monthly meetings.

C. Communication

1. Meet with program staff and committee stakeholders on a regular basis.
2. Represent the department and assigned programs at meetings or conferences as requested by the Health Promotion Coordinator and the grantor.
3. Develop and prepare articles, media messages and campaigns as appropriate. Produce leaflets, posters, videos, PSA's, newsletters and brochures. Provide program information to the public about initiative activities.
4. Promote and disseminate information and visibility for division and department activities to increase participation through information exchange with local service providers, community projects/programs, school districts and governmental agencies
5. Develop and maintains cooperative working relationships with agencies and organizations interested in public health care.
6. Facilitate the prompt and accurate submission of information reports or data as required by funding agencies and division manager.
7. Compose correspondence and other documents.
8. Assist the Health Promotion Coordinator in grant and proposal writing and assists with identifying funding resources.

III. ADDITIONAL DUTIES. Perform other duties as assigned.

IV. QUALIFICATIONS.

A. Education. Bachelor's Degree in Public or Community Health, Public Administration, Psychology, Education, Family Studies, Business Administration, Social Work, or any combination of experience including working with communities, working on health or social service related matters, social work/case management experience, behavioral health or related field is required.

B. Experience. Two years (2) of related experience in health promotion, program planning, program administration, community education, work in harm reduction preferred.

C. Education/Experience substitution. In accordance with County policy.

D. Licenses/Certifications. Valid driver's license and maintain satisfactory driving record in accordance with County policy.

E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Must pass background check and must maintain a current driver's license.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Knowledge of delivery of best practice health promotion and prevention education; program planning, implementing, and evaluating; data collection and reporting; border population, and health disparities in the border region.

Skilled in operating general office and computer equipment and use software including Microsoft Office Suite (Word, Excel, Access); maintain accurate records; develop spreadsheets; communicate effectively in verbal and written form; good inter-personal and collaborative building skills; and maintain confidentiality.

Ability to analyze and interpret data and manage multiple projects, synthesize data and policies to make recommendations and develop protocols, communicate with medical and judicial system providers, as well and patients and families.

2. FREEDOM TO ACT. The supervisor makes assignments by defining objectives, priority, and deadlines, and assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. Methods used in arriving at end results are not usually reviewed in detail.

3. GUIDELINES AND JUDGMENT. Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines, such as policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

4. PHYSICAL DEMANDS. The work is sedentary, typically requiring the employee to sit comfortably to do the work. There may be some walking, standing, bending, carrying of light items, or driving an automobile. Must be able to reliably and consistently move between work-related sites within the County.

5. WORK ENVIRONMENT. The work area is adequately lighted, heated, and ventilated, and involves everyday risks or discomforts that require normal safety precautions and safe work practices.

6. SUPERVISORY RESPONSIBILITY. No supervisory responsibility.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures

outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____
Employee *Date*