



City of North Charleston

Vacancy Notice

Position: Opioid Prevention Initiative Project Coordinator (Grant-Funded)
Department: Administration
Pay Grade: 118 (\$72,278- \$110,312)

GENERAL STATEMENT OF POSITION

This is a grant-funded position serving as the primary opioid prevention project coordinator for the City of North Charleston. This position will lead the initiative to develop, coordinate and facilitate programs and education in response to the current opioid crisis. Will serve as the liaison between private and public sector organizations, including other government agencies, businesses, schools, and City stakeholders to coordinate and facilitate partnership, programs, services, and education for the City of North Charleston residents, to address opioid prevention and provide related services within the community. Performs related professional and administrative work as assigned. *Full Job description attached.

MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires a bachelor's degree from an accredited college or university in social work, public health, social sciences, public administration, or a related field; with three or more years of extensive experience. Master's Degree strongly encouraged. Will also consider any equivalent combination of relevant experience, education, and training which provides the required knowledge, skills and abilities necessary to perform the work.

Posted: 03/12/2024

Deadline: Until Filled

Finisha I Bennett, SHRM-SCP, MA, MJ
Deputy Director – Human Resources

City of North Charleston
South Carolina

An Equal Opportunity Employer

Job Title:	OPIOID PREVENTION INITIATIVE PROJECT COORDINATOR (GRANT-FUNDED)		Job Code:	562
Core Comp Group	ADMINISTRATIVE		FLSA:	EXEMPT
Pay Grade:	118			
Effective Date	03/12/2024	Revision A: Risk		ACW 03/11/2024
Revision B:		Revision C:		
FOR DEPARTMENTAL/OFFICE USE ONLY				
Dept.	North Charleston Police Department		Dept. #	524
Location:	City Hall		EM Status:	
Reports To:	Assigned Supervisor			

Summary Objective

This is a grant-funded position serving as the primary opioid prevention project coordinator for the City of North Charleston. This position will lead the initiative to develop, coordinate and facilitate programs and education in response to the current opioid crisis. Will serve as the liaison between private and public sector organizations, including other government agencies, businesses, schools, and City stakeholders to coordinate and facilitate partnership, programs, services, and education for the City of North Charleston residents, to address opioid prevention and provide related services within the community. Performs related professional and administrative work as assigned.

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Oversees the development and coordination of an annual work plan and provisions for opioid prevention, education, and services in the City of North Charleston. Coordinates with other private and public sector agencies to identify and implement strategic planning and programmatic framework to achieve the City's opioid prevention and service goals.
- Works with City leadership and key stakeholders to develop comprehensive plans to effectively respond to the opioid crisis. Research best practices in addressing substance abuse disorder and develop recommendations for prevention, education, and services in the City of North Charleston.
- Act as the primary lead and point of contact for projects related to the City's opioid prevention programs, education, and related services. Responsible for communication and public engagement regarding various programs, projects, and initiatives related to opioid prevention and education.
- Builds strong relationships with City and County officials, departments, and other agencies who offer opioid prevention, education, and related services, including other government agencies, schools, labor organizations, non-profits, and businesses. Makes recommendations for programs, initiatives, education and innovative solutions to lead the City of North Charleston's response to the opioid crisis.
- Provides interagency coordination, including but not limited to Fire/EMS, Police, and other Stakeholders, as appropriate, for training/exercises, mitigation, and recovery programs. Coordinates and manages opioid training for the City of North Charleston employees.
- Assists Law Enforcement and Fire/EMS in the coordination of opioid misuse response efforts.
- Provide leadership and serve as a subject matter expert on opioid crisis prevention and education matters, providing technical advice to other City departments and agencies. May serve on boards, commissions and committees, representing the City in various opioid prevention projects and initiatives.

This class description does not constitute an employment agreement between the City of North Charleston and an employee and is subject to change as its needs change.

OPIOID PREVENTION INITIATIVE PROJECT COORDINATOR

- Monitors compliance with all federal, state and local laws regulating Opioid programs. Ensure administrative tasks and projects adhere to the City of North Charleston, state and federal standards and requirements.
- Perform administrative duties including budget preparation and execution, processing invoices for payment, etc.
- Prepare reports, including data analysis and grant reports (as needed) reflecting the effectiveness and value of existing programs and services, identifying and outlining any relevant gaps within existing services, education or prevention measures, including the potential impact to the community.
- Conducts outreach activities within the community while connecting citizens to services designed to promote opioid prevention and education services.
- As assigned, make presentations to City Council and other business entities regarding the opioid crisis and available resources; facilitate and represent the City at meetings with members of the business community and the general public, as directed.
- Research, analyze, interpret and prepare studies and reports on a variety of data related to the opioid crisis and prevention; provide written analysis, evaluation and recommendations regarding relevant programs and proposals, including potential cost and benefit analysis.
- Research existing evidence based opioid programs and report on successful practices and measurable outcomes obtained.
- Develop qualitative and quantitative measures to monitor and ensure program and project compliance and overall effectiveness.
- Maintains list of organizations, in the City and surrounding areas, offering services to people impacted by the opioid crisis and distribute the list to assist in coordinating the community's response.
- Ensures accuracy of resource sheet utilized by the Police Department and other City departments, providing updates when necessary.
- Maintains private sector interest in opioid programs and education which includes businesses, industry, civic organizations, and residents.
- Works with the Grants Coordinator on research for and preparation of grant funding applications and proposals.
- Performs a variety of professional, administrative, and technical duties.
- Work flexible hours including evenings, weekends, and holidays.
- May be designated to report to work during hazardous weather or emergency conditions.
- Performs related work as may be required and assigned.

Knowledge, Skills and Abilities

- Ability to organize work projects and manage multiple tasks and projects simultaneously; set work related priorities within broad guidelines and objectives.
- Ability to design, direct, implement, and evaluate strategic and tactical plans, evaluation tools, and public education campaigns.
- Ability to analyze situations, identify policy needs, develop strategies, promote ideas, develop goals and objectives, set priorities, establish benchmarks, and use data for decision making.
- Be well-versed and knowledgeable in the use of evidence-based practices and substance use disorder treatment and prevention policies, procedures, and services.
- Knowledge of drug and alcohol addictions and treatment; public addiction recovery system and regulatory requirements; local addiction recovery and social service agencies; program evaluation processes; Drug and alcohol addiction laws and regulations; research methods; HIPAA law and regulations including privacy rules and standards.
- Knowledge of proper English usage, punctuation, spelling, and grammar. Ability to pay attention to details when preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Knowledge of the methods, procedures and policies of the City and Department as they pertain to the performance of duties of the Opioid Prevention Initiative Coordinator.
- Knowledge of state and federal laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledge of specific City/county ordinances as they apply to the duties and responsibilities of the position.

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- Knowledge of law enforcement practices and policies.
- Knowledge of principles and practices of conflict resolution.
- Knowledge of principles and practices of developing and nurturing collaborative partnerships.
- Knowledge of report writing techniques and procedures.
- Knowledge of the geography of the City and surrounding areas.
- Ability to complete assignments and projects on time while being personally accountable for all equipment, computers, City vehicles and City property.
- Ability to develop, organize and effectively present educational materials based on research and development.
- Ability to communicate complex technical information to a non-technical audience.
- Ability to operate modern office equipment including computers and office automation software.
- Ability to be reliable in terms of attendance and punctuality.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful, and professional manner with the utmost integrity in the best interest of the public.
- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Ability to manage time and priorities effectively to achieve objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.
- Ability to work a flexible work schedule.

Minimum Education and Experience Requirements

Requires a bachelor's degree from an accredited college or university in social work, public health, social sciences, public administration, or a related field; with three or more years of extensive experience. Master's Degree strongly encouraged. Will also consider any equivalent combination of relevant experience, education, and training which provides the required knowledge, skills and abilities necessary to perform the work.

Physical Demands

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

The work requires frequent and recurring assignment requiring medium effort and endurance or quick reflexes to perform the work, such as balancing, lifting, pushing, pulling, standing, walking, stooping, climbing, kneeling, crawling, crouching, reaching, feeling, or grasping. Tasks may involve extended periods of time standing and walking. Specific vision abilities required by this job are those required to possess a valid South Carolina Driver's license. Specific hearing ability to talk and hear. Required to have the dexterity to operate a variety of office machines such as a computer, copier, and other business machines. Must have the psychological temperament and emotional maturity to perform the essential functions of the position.

Unavoidable Hazards (Work Environment)

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Involves routine and frequent exposure to:

- Bright/dim light; dusts and pollen;
- Extreme heat and/or cold; wet or humid conditions
- Extreme noise levels
- Vibration: Fumes and or noxious odors;
- Traffic; moving machinery.

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OPIOID PREVENTION INITIATIVE PROJECT COORDINATOR

Special Certifications and Licenses

- Valid South Carolina Driver's License

Americans with Disabilities Act Compliance

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Standard Clauses

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Essential Safety Functions

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

This Position will be funded by money provided through The South Carolina Opioid Recovery Fund Board. This is a grant-funded position and employment will be contingent upon the continued receipt and availability of these grant funds. The current estimated time frame for this grant-funded position would be 3-5 years, subject to change, based on approved expenditures.