



## Classification Specification

### **Classification Title: COMMUNITY OPIOID RISK PROGRAM COORDINATOR**

**Pay Grade: 10 FLSA: NON-EXEMPT**

#### **Purpose of Classification:**

The purpose of this classification is to develop and coordinate a comprehensive opioid community risk reduction strategy in compliance with local, state, and federal guidelines.

**Distinguishing Characteristics:** This is a single-level classification.

#### **Essential Functions:**

*The following duties are typical for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

Collects and analyzes data: collects and integrates data from multiple sources, such as historical and real-time call data, GIS system data, and data from partner agencies; maintains and validates datasets to ensure accuracy, consistency, and usability; performs statistical and geospatial analyses; identifies trends, patterns, environmental factors, and hot spots; and utilizes data to support program development and implementation, including developing proactive strategies, allocating resources, intervention planning, evaluating program effectiveness, and ensuring compliance with South Carolina Opioid Recovery Fund Board (SCORF) requirements.

Develops and implements programs to support community opioid risk reduction initiatives: evaluates community needs and risk factors; establishes program goals; designs and coordinates harm reduction programs, including naloxone distribution and overdose prevention strategies; develops and delivers training for City emergency responders on opioid trends, data-informed response strategies, and harm reduction practices; develops and implements public education campaigns, community outreach events, CPR training, and related programs and events to increase awareness of opioid misuse, overdose prevention, and available resources; develops educational, training, addiction recovery, community resource, and other collateral materials; and monitors program implementation to ensure compliance with evidence-based practices and community risk reduction goals.

Maintains or repairs naloxone dispensing units and medication disposal boxes: monitors and inspects units for damage, tampering, or supply issues; performs or coordinates routine maintenance and restocking; tracks inventory levels and usage; coordinates with vendors, public safety staff, and partner locations to

install, repair, or relocate units as needed; and ensures units are properly labeled, accessible, and in compliance with applicable safety, security, and regulatory standards.

Administers program budget and granted funds: develops and recommends budget allocations for staffing, equipment, and other program needs; monitors expenditures to ensure compliance with approved budget; and maintains related documentation.

Completes grant application and related reporting: prepares and submits grant application; tracks and documents program activities, performance measures, and outcomes; compiles and submits reports in compliance with grant requirements; and maintains supporting documentation and data records.

Serves as liaison to local, regional, and state agencies involved in opioid prevention, treatment, and recovery services: participates in related committees and panels; and provides information, answers questions, and makes recommendations regarding City needs, program components, and community resources.

Processes various documentation related to department or division operations within designated timeframes and according to established procedures: prepares, completes, receives, reviews, processes, forwards, or retains, as appropriate, a variety of forms, reports, correspondence, call data, patient care reports, expense reports, and other documentation; compiles data for further processing or use in preparation of department reports; and maintains computerized and/or hardcopy records.

Communicates with supervisor, City employees, outside agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Operates various equipment to perform essential functions: operates a motor vehicle, Narcan dispensing units, video projector, or other equipment; utilizes a personal computer to enter, retrieve, review, or modify data using word processing, spreadsheet, database, Internet, e-mail, accounting, or other software; and utilizes general office or other equipment.

## **Minimum Qualifications:**

Bachelor's degree in Public Health, Social Work, Criminal Justice, Public Administration, or field closely related to role; supplemented by four (4) years of experience in drug and alcohol addiction prevention and/or treatment and emergency medical response that includes direct patient care; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a South Carolina driver's license and Emergency Medical Technician (or higher) certification; State of South Carolina Certified Peer Recovery Specialist preferred.

## **Performance Aptitudes:**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to provide specialized or professional-level counseling and medical treatment to others, which typically requires certification and/or a bachelor’s degree in a specific field.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive, and/or design data and information as applicable.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discounts, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness, and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control, and planning of an entire program or set of programs.

### **ADA Compliance:**

**Physical Ability:** Tasks require the ability to exert moderate, though not constant, physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, hazardous materials, unsafe structures, traffic hazards, bright/dim lights, toxic agents, animal/human bites, violence, disease, pathogenic substances, or rude/irate customers.

*The City of Simpsonville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective and current employees to discuss potential accommodations with the employer.*