



SPECIAL PROJECTS COORDINATOR Job Description 2019

Position Title: Opioid and other Substance Abuse/Use Coordinator (OSAC)

Department: Custer County Public Health Agency (CCPHA)

Description of Department

Custer County Public Health is a local public health agency that strives to promote the physical, mental, social, and environmental health of the people of Custer County in partnership with community agencies.

Overview of Special Projects Coordinator Role

Under the direct supervision and guidance of the CCPHA Director, the OSAC will support existing partnerships by strengthening connections between community organizations and agencies, coordinate activities to reduce fragmentation and address needs in the local opioid and substance abuse concerns. This position is flexible to support the CCPHA Director, to meet the increasing demands on local public health agencies, and to work on dynamic projects (funded and non-funded) that address local, and sometimes regional, opioid and substance abuse issues. This position will cover both Custer and Fremont Counties Opioid and substance use/abuse matters.

Job Duties

- Create, develop and support collaborative partnerships among local, regional and statewide organizations. This includes, but is not limited to, forming relationships with other opioid partnerships, local groups, and organizations as they relate to opioid use/abuse, and other substance use/abuse.
- Convene multisector stakeholders for the purpose of developing shared goals and metrics to improve the opioid outcomes of a population in a geographic area.
- Assess community resources that are available to reach shared goals; determine what gaps need to be filled and what duplication needs to be reduced; and work with partners to make appropriate adjustments.
- Develop a system of ongoing and intentional communication and feedback with opioid stakeholders in the county and region.
- Identify opportunities to impact policies and practices in collaboration with institutions and community partners at the local, regional, and state levels.
- Participate in assigned and appropriate opioid-related conference calls, learning collaboratives, online training opportunities, in person training opportunities, and conferences.
- In the event of an emergency/disaster in or near the County, all CCPHA employees are expected to make every effort to be available to assist the County Emergency Manager, Elected/Appointed Officials, and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event that an exempt employee does work



more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.

- Participate in regular meetings with the CCPHA Director for strategic planning purposes.
- Additional duties as assigned.

Minimum Qualifications

- Experience with Microsoft Outlook, Word, Excel and PowerPoint. Ability to learn new programs.
- Must be willing and able to travel independently throughout the county, including during inclement weather; additionally, must be able to travel independently statewide.
- Experience implementing project plans and accomplish tasks within established timeframes.
- Demonstrated experience in convening stakeholders, facilitating meetings, mediating conflict, and building consensus among participants.
- Experience in working with community-based health programs, clinical and community health services providers.
- Ability to establish collaborative partnerships and effective working relationships with a variety of internal and external customers and diverse stakeholders.
- Outstanding verbal and written communications skills, including ability to adapt a style to fit various audiences.
- Demonstrated commitment to inclusiveness.
- Demonstrated commitment to a high level of accountability when working independently.
- Ability to engage with and work with other personnel and teams.
- High level of intellectual curiosity to develop expertise in core capabilities and services of the governmental public health system and overall population health.
- High tolerance for ambiguity and ability to identify appropriate courses of action.

Preferred Qualifications





- Demonstrated ability to engage service providers and health stakeholders who are addressing the opioid use/abuse and other substance use/abuse issues of our county and region.
- Capabilities in project management, including establishing goals, timelines, monitoring progress and deliverables, and reporting out.
- Experience developing project plans using SMART goals.
- Grant writing and management skills.

Terms are limited to funding availability.

HOURS: Flexible hours, beginning with part time with potential for full-time, exempt position. Some evenings and weekends required. To be discussed in interview process.

Salary: Depending on experience