

CITY OF LYNN
JOB POSTING

JOB TITLE: Public Health Opioid Program Specialist

POSTING START DATE: 7/3/2018
DEPARTMENT: Health Division ISD

POSTING END DATE: Open until filled
LOCATION: Lynn City Hall

TYPE OF ASSIGNMENT: Grant Funded, contractual full-time.

HOURS: 33.5 hours/week:

Monday, Wednesday & Thursday 8:30-4:00, Tuesday 8:30-8:00 & Friday 8:30-12:30

SALARY: \$52,000

Under the direction of the City of Lynn Director of Public Health, the Public Health Opioid Program Specialist will assist with managing the implementation of opioid use prevention and education programs, practices and policies within the cities of Lynn, Peabody and Salem as part of the Massachusetts Opioid Abuse Prevention Collaborative (MOAPC). The Program Specialist will focus efforts on the goals of the MOAPC strategic plan while performing supportive functions to local Directors of Public Health and MOAPC Program Coordinator.

DUTIES

- Assist Program Coordinator in coordination, execution and dissemination of materials to stakeholders and the public.
- Support Program Coordinator and all aspects of programming and grant operations.
- Assist with completing all data requirements and all reporting requirements of grant funders.
- Conduct surveys, focus groups for data collection and analysis to evaluate current policies, practices and systems.
- Collect, track, manage and report on opioid data.
- Establish data policies and protocols.
- Research best practices and innovative or emerging practices for opioid misuse prevention.
- Manage, prepare for and conduct meetings, workgroups, trainings and/or presentations.
- Utilize the Substance Abuse and Mental Health Services Administration's Strategic Prevention Framework (SPF).
- Recruitment of various community participants and volunteers.
- Coordinate and collaborate with other community partners and municipal stakeholders.

EDUCATIONAL REQUIREMENTS:

- Bachelor Degree from an accredited university.
- Master's Degree preferred.

EXPERIENCE REQUIREMENTS:

- Five (5) years' work experience in health education, social work or related field.
- Experience may include a combination of work, part-time, intern, volunteer and education.
- Knowledge of substance misuse and opioid abuse.

SPECIAL SKILLS AND/OR ABILITIES:

- Excellent verbal and written communication skills.
- Intermediate knowledge of Microsoft Word and Excel.
- Thorough knowledge of Microsoft Access and database management.
- Must be committed to inter- and intra-agency team work.
- Must be energetic, creative, motivated, and able to function productively and effectively with a degree of autonomy.
- Proven ability to lead effective meetings and developing work plan for participants.
- Proven ability to form and foster productive coalitions of organizations.
- Proven ability to multi-task in a busy work environment.
- Proven ability to provide training.
- Proven ability to maintain records.
- Proven ability to work independently.
- Proven ability to maintain confidentiality.
- Valid MA driver's license and transportation.

JOB ENVIRONMENT:

- Respects and protects access to department-oriented confidential information, including criminal investigations, and personal information concerning citizens, and local businesses.
- While performing the duties of this job the employee is frequently required to walk, sit, drive, talk and/or hear, and use a keyboard as well as perform activities outside in a variety of weather conditions.

PHYSICAL REQUIREMENTS:

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.