

**WINNEBAGO COUNTY HEALTH DEPARTMENT
JOB DESCRIPTION**

Job Title:	Drug Overdose Prevention Program Specialist
Center:	HPW
Reports to:	Program Supervisor
FLSA Status:	Non-exempt
Grade Level:	13
Date Created/last reviewed:	February 17, 2017

POSITION SUMMARY

The Drug Overdose Prevention Program (DOPP) Specialist position operates within the Health Promotion and Wellness Center. The DOPP Specialist will report to the Health Promotion Supervisor. This position will develop and implement a county wide Drug Overdose Prevention Program for heroin and other opiates abuse which will include developing: policy and procedures to meet DHS/DASA grant deliverable goals; comprehensive surveillance program for drug overdose incidents and rescues; a comprehensive educational training program for community residents, organizational staff, and family members of opiate substance abuse disorder; naloxone distribution protocol including inventory documentation for distribution to trained first responders; and maintain documentation for monthly and quarterly reports to DOPP coalition members, Mental Advisory Council, and Department of Alcohol and Substance Abuse /Department of Human Services for the State of Illinois.

ESSENTIAL FUNCTIONS:

Under direct supervision, DOPP Specialist performs the following essential functions within the framework of Winnebago County Health Department's provision of the core functions and essential service of public health:

Leadership and Systems Thinking

- Incorporates ethical standards of practice into all interactions with individuals, organizations, and communities.
- Understands the role of public health programs such as the DOPP as part of a larger inter-related system of organizations that influence the health of populations at local, national, and global levels.
- Identifies community organization representatives and convenes representatives to form a multi-sector coalition to develop goals and objectives specific to the prevention of death from drug overdose, saving lives, and helping individuals and families access substance abuse treatment programs.
- Assists in the development of a community wide surveillance plan for Drug Overdose Prevention and provides necessary surveillance updates to coalition, WCHD Administration, and UIC Health Care Professional.

- Understands the role of professional development (e.g., training, mentoring, peer advising, coaching) to help improve program performance and participants in opportunities for program performance management.
- Contributes to a work environment where continuous quality improvements in service and professional practice are pursued.

Public Health Sciences

- Utilizes current evidence based research on drug overdose prevention strategies for education, tracking and monitoring supply reduction, harm reduction and post overdose that include medication assisted treatment, and connection to follow up services.
- Maintains confidentiality of all records data and information as required by department or state regulation.
- Ensures compliance with relevant state practice guidelines, community standards of care, and Federal and State laws and regulations.
- Develops and maintains documentation protocol for HCP and DOPP partner credentials and licenses; DOPP training logs, Naloxone usage records, inventory of naloxone, and supplies and materials for overdose responders.

Community Dimensions of Practice

- Establishes and maintains relationships with DOPP community partners to form a multi sector coalition and ensure coalition partnership input is used for developing, implementing, evaluating, and improving policies, programs, and services.
- Assists in the development of materials for WCHD Public Information Officer to utilize on WCHD social media and news print under the direction of the Health Promotion Supervisor.
- Provides health information, interpretation, technical assistance and regulatory compliance advice to individuals, groups, and organizations from the general public, health and other agencies regarding Drug Overdose Prevention Program (DOPP) Strategies.
- Provides orientation for other WCHD staff and public health education/technical assistance to students and human service professionals in the community regarding DOPP trends and public health practices.

Analysis and Assessment

- Can identify valid and reliable quantitative and qualitative data and information that can be used when assessing the trends and identifying the target population needs for naloxone distribution.
- Identifies assets and resources that can provide data to support goal and objectives for DOPP activities and outcome goals.
- Understands and is proficient in accessing information through technology and can disseminate information to coalition partners and community in general.
- Can explain to community members risk factors associated with Drug Overdose trends based on current national, regional and local data.

Policy Development and Program Planning

- Understands the process of Strategic Planning to assist DOPP coalition partners with developing goals, objectives, and action plans based on strategic planning process
- Implements objectives and action plan established by DOPP coalition

- Assists with the development of local and regional policy for drug overdose prevention based on needs of community health problems and grant objectives
- Evaluates and continuously improves procedures, processes, and interventions and maintaining mechanisms to monitor and evaluate effectiveness and quality of policy and programs.
- Maintains records and documentation that provides information on program use, and effectiveness of grant objectives to determine if goals are being achieved.

Communication and Cultural Competency

- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic, sexual orientations, lifestyles and physical abilities.
- Describes the expression of diversity within Winnebago County and the impact of diversity on policies, programs, services, and health of the community.
- Ensures that the literacy of populations served is reflected in the HPW policies, programs, and services.
- Utilizes appropriate messages understanding health literacy needs for social media tools to facilitate health and wellness information to target populations and community coalitions.
- Evaluates approaches for disseminating public health data and information regarding Health Promotion, Wellness, and disease prevention.
- Articulate and present targeted, culturally-appropriate information to help individuals and groups understand health promotion and disease prevention information, policies, regulations and local code.
- Adheres to ethical principles and Winnebago County and Winnebago County Health Departments' policy in the collection, maintenance, use, and dissemination of data and information.

Financial Planning and Management

- Contributes to the development and preparation of proposals for funding from external resources for drug overdose prevention programs.
- Collaborates in activities such as time studies that contribute to the development of budgets and the efficient use of resources.
- Contributes to and uses performance management systems for individual, program, and organizational improvement.

Other

- Performs public health emergency response duties as assigned and consistent with training and job classification to respond to public health threats.
- Participates in Department and community emergency response training and drills in support of public health emergency and disaster preparedness consistent with job classification.
- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued.
- Performs other duties as assigned consistent with job classification.

BEHAVIOR EXPECTATIONS:

- Treats others with courtesy, respect and a caring manner in all interactions.

- Continually looks for, suggests and works on better ways to conduct work.
- Promotes patient rights and ensures confidentiality and privacy at all times.
- Be open to new ideas and changes; encourages others to do the same.
- Willingly flexes to meet changing workload demands and priorities.
- Treats each employee as an equal and valued member of the team and works cooperatively with other employees to complete work.
- Regular attendance is required as need to accomplish job functions, including overtime as needed.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Education, Licensure, Certifications, Experience

- Associate College Degree in Emergency Management Services, EMT Training, Paramedic Training or other medical certification preferred.
- At least one (1) year previous experience working with emergency management providers and healthcare systems preferred.
- Must participate in assigned trainings, including on-line training in the National Incident Management System (NIMS) offered through the Federal Emergency Management Agency to obtain the following certifications:
 - Within six (6) months of employment: ICS 100, ICS 200, ICS 700, and ICS 800
- Valid driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.

Leadership and Systems Thinking Skills

- Knowledge of human relations, problem solving, conflict resolution, negotiation, decision making, critical, and analytical thinking skills.

Public Health Sciences Skills

- Demonstrated ability in relating data and quality initiatives to the core Public Health functions and essential services of Public Health.
- Demonstrated ability in the application of federal, Illinois state, and local governmental privacy and confidentiality including HIPAA regarding individual and population data.
- Knowledge of the core functions and essential services of public health
- Knowledge of national public health accreditation standards and Illinois requirements for certified local health departments.

Community Dimensions of Practice Skills

- Knowledge of the methods and information used to identify population health status in the use of methods and instruments for collecting valid qualitative and quantitative data.
- Understanding of the difference of the roles between the role of governmental and non-governmental organizations in the development of partnerships and the delivery of community health services through the participation of key stakeholders.

Analysis and Assessment Skills

- Knowledge of data management and quality improvement tools and application to health improvement initiatives at the population level.
- Demonstrated ability to adhere to and assure ethical principles in the collection, maintenance, use, and dissemination of data and information.
- Knowledge of quality improvement principles and their application to public health standards to population interventions.

Policy Development and Program Planning Skills

- Knowledge of planning, implementation, and evaluation techniques used in public health.
- Past experience working with leadership in community, business, or academic to develop and implement policies and procedures for health program planning and competency development.

Communication and Cultural Competency Skills

- Demonstrated ability to communicate effectively including in person, through print and electronic means.
- Knowledge that cultural, social, and behavioral factors play a significant role in the accessibility, availability, and delivery of public health.
- Knowledge of strategies for interactions with individuals and groups from diverse backgrounds.
- Demonstrated ability to apply teaching methods and techniques for presenting material and engaging a wide variety of audiences in learning experiences including but not limited to group process and facilitation; print and electronic educational materials; and formal presentations using a wide range of audio visual equipment.

Financial Planning and Management Skills

- Understanding the general financing of public health.
- Demonstrated ability in problem solving, decision making, critical and analytical thinking skills.
- Knowledge of and demonstrate ability to develop financial budgets related to grant objectives and outcomes.
- Track budget line items and provide input as to budget adjustment needs for grant deliverables.

Other

- Must successfully complete a pre-employment/post offer drug screen.
- Must successfully complete a pre-employment/post offer background check, which may include; criminal and civil claims, credit report, finger printing, etc.
- Must possess and maintain a valid driver's license, current certificate of vehicle insurance, and access to reliable transportation is required.
- Proficiency in use of advanced computer skills: email, word processing, databases and spreadsheets.
- Proficiency in the Health Department/County's data systems, such as: CEMP
- Ability to work longer shifts, nights, and weekends to meet operational needs as determined by management.
- Ability to meet the physical demands of the Essential Functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - Engages in the following movements: Sitting, standing, walking, reaching and writing/typing frequently; climbing, balancing, stooping, kneeling, crouching, lifting, fingering, grasping, and feeling occasionally.

- Must be able to lift and/or move up to 10 pounds frequently and 30 pounds occasionally.
- Hearing ability sufficient enough to communicate with others effectively in person and over the phone
- Visual ability must be sufficient enough to read documents, computer screen and drive a car.
- Must be able to be fitted and wear NIOSH 95 mask, in conjunction with emergency preparedness.

TOOLS AND EQUIPMENT USED

Must be able to use multi-line telephone, fax machine, copy machine, calculator, computer, scanner and printer.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee works in a typical office environment. The employee is exposed to noise from close working conditions and significant work pace/pressures.