JOB DESCRIPTION
Tri-County Opioid Response Project Director

1. Little Dixie C.A.A.

2. PROGRAM: Tri-County Opioid Response Project

3. REPORTS TO: Associate Director

4. TITLE: Project Director

5. GRADE: Nine

6. DATE: July 2020

7. APPROVED BY: Rebecca Reynolds

8. STATUS: Exempt

JOB SUMMARY:
The Project Director will work closely with the Tri-County Opioid Response Consortium to facilitate integrated feedback across community stakeholder groups and coordinate/guide implementation efforts. The Project Director is responsible for planning, development, implementation, operation, and oversight of the Tri-County Opioid Response Project and the three project staff members. The Project Director will work to ensure core activities achieve the overall aim of the Rural Communities Opioid Response Program initiative—strengthening and expanding Substance Use Disorder (SUD) and Opioid Use Disorder (OUD) prevention, treatment, and recovery service delivery and access within Choctaw, McCurtain, and Pushmataha Counties. This is a Safety Sensitive position.

DUTIES AND RESPONSIBILITIES:
1. Responsible for staffing, financial, administrative, reporting, evaluation and all other decisions to ensure project activities align with outcomes as proposed within the Rural Communities Opioid Response Program-Implementation Grant application.

2. Participate in the recruitment, selection, and training of project personnel, making recommendations as to placement, assignment, retention, discipline, and dismissal.

3. Facilitate and perform project activities that include, but are not limited to: community education and presentations; community awareness events and outreach coordination; recruitment and training of clinical providers to integrate screening services in clinics; support the recruitment of medical and behavioral health staff through outreach and engagement; engage emergency responders in training and outreach coordination; facilitate the development of a community referral network management system; connect and recruit new community organizations into the community referral network; facilitate the development of an internship system within the consortium; and engage community organizations, housing groups/landlords, and employers for recovery support programming.

4. Coordinate and ensure training, tools, and other supports are in place to carry out project activities as outlined in the Work Plan.

5. Supervise, manage, and coordinate the implementation and execution of the Community Response and Recovery (CRR) Team, activities, and mentorship initiative.

6. Provide regular outreach (including trainings) designed to increase understanding of evidence-based treatment, recovery, and prevention strategies for SUD/OUD.
7. Assist project staff as needed with the provision of care coordination for clients, including prevention and harm reduction programming, early intervention services, recovery support, advocacy, and linkages to community resources/needed services.
8. Facilitate collaborative input and communication across the consortium.
9. Address needs and challenges faced by the consortium, participants, and families.
10. Prepare, plan, and conduct quarterly consortium meetings.
11. Ensure ongoing communication and reporting of program progress through presentation and creation of annual reports to share between all stakeholders, to include consortium members, the community, participants, and the funder.
12. Coordinate activities with designated point person/representative for each consortium member, being flexible as necessary to accommodate a diverse group of community resource providers/consortium members.
13. Collaborate with consortium members weekly to discuss the Work Plan, outcomes, best practices, need for revisions, concerns, barriers, challenges, successes, etc.
14. Provide oversight and assistance with data collection and maintenance for program monitoring, reporting and evaluation; ensure completion of all grant reporting and progress submission requirements.
15. Work with local and state organizations, consortium members, providers, businesses, and other groups to coordinate resources.
16. Attend monthly calls with Health Resources and Services Administration and Technical Assistance Provider personnel, as well as the in-person Annual Grantee Meetings.
17. Performs other duties as assigned.

SUPERVISORY RELATIONSHIP:
The Project Director works under the supervision of the LDCAA Associate Director. The Project Director directly supervises the Project/Data Coordinator and two Community Response and Recovery Specialists within the Tri-County Opioid Response Project.

QUALIFICATIONS:
1. Bachelor's Degree in relevant field, Master's degree preferred.
2. Minimum three years' experience in management position, though a combination of experience and education relevant to the project will be considered.
3. Must have excellent communication and organization skills.
4. Experience in coordinating and organizing community outreach and/or case management/care coordination activities, preferably related to substance abuse.
6. Experience in coordinating and organizing trainings, partnership building, and networking with agencies and organizations preferred.
7. Experience in strategic communications planning, health promotion, social marketing and/or behavior change communication preferred.
8. Experience in community engagement, information dissemination, and development of informational materials and presentations.
10. Commitment to accountability, measuring outcomes, and a results-oriented culture.
11. Strong writing, interpersonal, and group presentation communications skills.
12. Knowledge and experience using social medial tools for information dissemination.
13. Computer Skills, including proficiency with Microsoft Office and cloud-based systems.
14. Must be willing to travel in and out of area.
15. Must have reliable transportation, possess valid Driver’s License, and auto insurance coverage. Daily/Weekly driving is required, access to a private automobile for necessary overnight job-related travel as required.

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:
1. Ability to communicate effectively (verbal and written); ability to maintain emotional control under stress.
2. Constantly must be able to sit/stand in a stationary positions 50% of the time.
3. Frequently must be able to move about inside the office to access file cabinets, office machinery etc.
4. Frequently must be able to operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
5. Frequently must communicate with staff and others who have inquiries about the project. Must be able to exchange accurate information in these situations.
6. Occasionally must move/carry equipment weighing up to 30 pounds.
7. Frequently must ascend/descend steps, including in and out of vehicles.
8. Frequently must visually detect highway signs and interact with traffic while operating a vehicle.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform my duties as described. I understand that this is not an exhaustive list of my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Little Dixie Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LDCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties and functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management’s right to assign or reassign duties with responsibilities to this job at any time. This position is Exempt from the provisions of the Fair Labors Standard Act and its amendments. I certify that I understand and accept the responsibilities and duties of this position.

__________________________________________________________________________  _______________________________________________________________________
Employee Signature                                                     Date

__________________________________________________________________________
Employee Name (Printed)

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