



Position Description

Position Title:	Outreach Specialist			Position #:	864
Working Title:	Outreach Specialist			CS Status:	Non-classified
Division or Unit:	OPHII			Reports to:	Overdose Prevention Program Coordinator
Employment Status:	Part-time	Pay Grade:	PT2	FLSA Status:	Non-Exempt
Funding Source:	ODH - Integrated Naloxone Access and Infrastructure Grant (IN21)				
This position description was last approved by the Board of Health on:					December 15, 2021

Position Summary:

The outreach specialist is responsible to support partner agencies in community naloxone (Narcan®) distribution and the data collection surrounding these efforts; personally furnish naloxone and provide corresponding education to individuals and their network(s) who are at risk of overdose in Stark County; inventory management of naloxone; attend community events hosted by partnering agencies to support naloxone distribution; support outreach and marketing efforts to increase awareness of naloxone distribution in Stark County; foster and build relationships with current partners, and help identify new outlets for future distribution efforts. This individual embraces harm reduction as a public health strategy to reduce morbidity and mortality related to overdose in our community. This position is 100% grant funded and employment is subject to available funding.

Essential Duties and Responsibilities:

80% The purpose of this position is to

- Work with program coordinator to monitor agency-specific and program-wide naloxone distribution goals
- Build and maintain working relationships with grant and community partners
- Enter program data into program database by grant deadlines for all partnering agencies
- With guidance, summarize and present data in various formats including tables, charts and graphs
- Provide regular feedback to program coordinator about observations and/or shared stories while in the field (qualitative data)
- Receive and track naloxone orders from central pharmacy
- Maintain accurate stock and distribution of naloxone at CCPH
- Monitor stock and notify program coordinator when re-order is necessary
- Complete monthly audits of naloxone inventory and distribution of partner agencies
- Meet with program coordinator to review program progress, success and barriers
- Identify ongoing outreach opportunities and represent CCPH at community and partner events to distribute naloxone and/or provide education. Additional outreach may include radio and print interviews
- Participate in program evaluation process, as needed, to assist in identifying successes and barriers of outreach

- Contribute to monthly, quarterly and annual data reports, as needed and support program coordinator with other grant deliverables
- 10%
- Build and maintain trusting relationships with people at-risk of overdoses and their network(s) (family/friends)
 - Personally furnish naloxone to individuals at-risk of overdose or those who can administer naloxone to someone at-risk of overdose
 - Educate individuals receiving naloxone on:
 - Recognizing the signs and symptoms of overdose
 - Distinguishing between different types of overdose
 - Performing rescue breathing
 - Calling emergency medical services
 - Administering intranasal naloxone
 - Collect timely, accurate and complete distribution data, while maintaining confidentiality of private health information, if collected
 - Enter program data into program database by grant deadlines
- 10% Other duties as assigned

Other Duties and Responsibilities:

Travel may be required to attend quarterly State meetings or other relevant trainings

Minimum Qualifications:

- Knowledge of harm reduction principles
- Proficiency in computer operation including email, Internet, Microsoft Office suite and other web-based programs
- Self-motivated, enthusiastic and community-driven with the ability to conduct outreach to the priority populations efficiently and effectively
- Demonstrate interpersonal skills that support patience, resourcefulness, flexibility and empathy
- Ability to collect and organize data for entry into program database(s)
- Ability to describe program overview to others with accuracy, thoroughness and attention to detail
- Must be confident and comfortable with delivering training of overdose prevention and other harm reduction principles to individuals who use drugs and their network(s)
- Ability to interpret and apply Federal and State regulations, procedures, policies into all aspects of the work
- Must be able to provide exceptional customer service to those being served
- Experience working in a multi-cultural setting
- Ability to hold a flexible schedule; some hours will include evening and weekend
- High School diploma or GED
- A valid driver's license or daily access to reliable transportation to attend meetings and visit community sites throughout Stark County



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Preferred Qualifications:

- The ideal candidate is a productive member of the recovery community, capable of using first-hand experience to both identify with and advocate for those who are at risk of overdose due to drug use. This position requires cultural competency skills, as the role will serve people who use drugs from different geographic, racial, religious and cultural backgrounds
- Some college (public health, nursing, behavioral/social science or an approved related field. Related experience may be substituted for education)
- Additional training in excel, data management and analysis or program evaluation
- Experience:
 - speaking publicly in various settings to diverse populations
 - utilizing Harm reduction theory, techniques, and practices
 - collecting, tracking, and reporting program data

Minimum Credentials:

The following credentials must be acquired and maintained. These credentials are not required upon initial hire, but are required to be acquired after hiring within 3 months. Training will be provide for the following:

- Harm Reduction training

Key Competencies:

The following Council on Linkages Core Competencies (Adopted June 2014) for this position include:

- Cultural Competency Skills:
- Analytical and Assessment Skills:
- Policy Development and Program Planning Skills:
- Communication Skills:
- Community Dimensions of Practice Skills:
- Public Health Sciences Skills:
- Financial Planning and Management Skills:
- Leadership and Systems Thinking Skills:

Canton City Public Health has adopted Organizational Competencies that all employees are expected to achieve, of which the following are for this position:

- Customer Focus:
- Accountability:
- Equity, Ethics and Fairness:
- Continuous Quality Improvement:
- Occupational Health and Safety:
- Emergency Preparedness:

Work Environment:

At times, the employee will be required to travel throughout Stark County to conduct one on one outreach, attend neighborhood events and meet with community members and leaders. At least



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80% of the time will be spent in the office. Office hours are flexible. Some weekend and evening hours are expected to cover community events.

Reasonable accommodation in accordance with ADA Compliance will be made available to those who need it in order to achieve the above descriptions.

Approval: This position description was approved by the Board of Health on: **December 15, 2021**

Revision History: Dates of prior approved versions: 08/26/2019

Employee Statement:

I hereby acknowledge that I have received a copy of this position description on this date.

Employee Signature

Date

Printed Name