



Position Description

Canton City Public Health
FINAL

Position Title:	Overdose Prevention Program Manager		Position #:	923
Working Title:	Overdose Prevention Program Manager		CS Status:	Non-classified
Division or Unit:	OPHII		Reports to:	OPHII Director
Employment Status:	Part-time	Pay Grade:	PT4	FLSA Status: Non-exempt
Funding Source:	Integrated Naloxone Access and Infrastructure Grant (IN)			
This position description was last approved by the Board of Health on:			September 27, 2021	

Position Summary: This position serves as the grant manager for Canton City Public Health’s overdose education and naloxone distribution program (OENDP) and other related harm reduction programs. In addition to managing the grant and programs, this position will serve as the direct-report supervisor for the department’s part-time outreach position. This position is 100% grant funded.

- Essential Duties and Responsibilities:**
- 80%
 - Coordinate the grant portfolio, including, but not limited to, development of requests for proposals, grantee selection process and monitoring grantee performance.
 - Accurate interpretation of grant and program rules and regulations.
 - Engagement with organizations serving people who use drugs to facilitate program goals.
 - Develop outreach strategies and cultivate partnerships.
 - Track grant deliverables and monitor program progress.
 - Maintain effective communication with program funder(s), including submission of grant applications, reports, and ongoing updates about program progress to ensure continued funding.
 - Maintain accurate stock and distribution of naloxone at CCPH.
 - Complete monthly audits of naloxone inventory and distribution of partner agencies.
 - Actively participate in community workgroups to enhance program reach and support community goals (OTF, OFR, Project DAWN, etc).
 - Monitor monthly expenses and quarterly reimbursements. Responsible for identifying items to purchase to support grant activities.
 - Serve as Naloxone Trainer for all of Stark County.
 - Attend required ODH quarterly phone calls and quarterly meetings. At a minimum, one in-person meeting per year must be attended.
 - Summarize and present data in various formats including tables, charts and graphs.
 - Identify other funding opportunities to sustain and expand the program and other harm reduction programs in CCPH and the community.
 - Approach all projects through a health equity lens.

- 20%
 - Provide supervision and guidance to the department’s part-time outreach specialist.
 - Track time off requests and vacation schedules.
 - Monitor staff progress and development.

- Other Duties and Responsibilities:**
- Participate in staff committees and workgroups.
 - Provide support functions in response to public health emergencies as directed by the Health Commissioner.

- Various other duties as assigned by the OPHII Director and Health Commissioner.

**Minimum
Qualifications:**

- Experience with programs that reach and engage people who use drugs.
- Experience with collaboration, communication, engagement, and networking with organizations, leaders, and communities/peers in harm reduction.
- Proficiency in PC operation and the use of email, Internet browsers, spreadsheets, databases, and word processing software and other web-based collaboration tools.
- Knowledge of harm reduction principles.
- Self-motivated, enthusiastic and community-driven with the ability to conduct outreach to 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.
- Ability to hold a flexible schedule; some hours will include evening and weekends.
- Individual should embrace the mission, vision and values of Canton City Public Health and harm reduction principles.
- High School diploma or GED.

**Preferred
Qualifications:**

- The ideal candidate is a 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).
- Experience in data management and analysis or program evaluation.
- Keen attention to detail and highly organized.
- Effective time management skills.
- Ability to communicate clearly and concisely, both orally and in writing.
- Capable of working independently and as part of a multidisciplinary team.

**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 three (3) months. Training will be provided for all of these credentials.

- Harm Reduction training



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- Key Competencies:** The following Council on Linkages Core Competencies (Adopted June 2014) for this position include:
- Analytical and Assessment Skills: 1B1, 1A4, 1A10, 1A11, 1A12, 1A14
 - Policy Development and Program Planning Skills: 2A1, 2A2, 2B3, 2A4, 2B6, 2B7, 2B8, 2B9, 2B10, 2B11, 2B12, 2B13
 - Communication Skills: 3A1, 3A2, 3B3, 3A4, 3A5, 3B6, 3B7, 3B8
 - Cultural Competency Skills: 4A1, 4A2, 4A3, 4B4, 4B5, 4B6
 - Community Dimensions of Practice Skills: 5B1, 5B2, 5B3, 5B4, 5B5, 5B6, 5B7, 5B8, 5B9, 5B10
 - Public Health Sciences Skills: 6A6, 6A8, 6A9
 - Financial Planning and Management Skills: 7A2, 7B3, 7B5, 7A5, 7B7, 7B8, 7B9, 7B10, 7B11, 7B12, 7B13, 7B14, 7A13, 7A14
 - Leadership and Systems Thinking Skills: 8B1, 8A3, 8A4, 8A6, 8A7, 8A8, 8A9

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: 1B1, 1B2, 1B3, 1B4, 1A5
- Accountability: 2B1, 2B2, 2B3, 2B4, 2B5, 2B6, 2B7, 2A8
- Equity, Ethics and Fairness: 3B1, 3B2, 3B3, 3B4, 3B5
- Continuous Quality Improvement: 4A1, 4A2, 4A3, 4A4, 4A5, 4A6
- Occupational Health and Safety: 5A1, 5A2, 5A3, 5A4, 5A5, 5A6
- Emergency Preparedness: 6A1, 6A2, 6A3

- Work Environment:**
- This position works primarily in a climate-controlled office.
 - Must be able to sit for long periods of time.
 - Be able to stand, bend and stretch to access various physical filing systems.
 - Able to type on keyboard with accuracy and speed.
 - A person in this position will be expected to respond to public health emergencies and perform similar administrative duties.

Approval: This position description was approved by the Board of Health on: **09/27/2021**

Revision

History: Dates of prior approved versions:

Employee Statement:

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

Employee Signature

Date



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Printed Name