



# Opioid Response Coordinator

## Job Description

Department: Health  
Position: Career Service  
Grade: 724  
Supervisory: No  
Reports to: Program Manager – Prevention and Health Promotion

### Summary

Under general guidance and direction of the Program Manager – Prevention and Health Promotion, coordinates opioid planning response and overdose prevention in the community. Coordinates multiple countywide coalitions between local agencies using the Strategic Prevention Framework (SPF), which includes conducting a community needs assessment, capacity building, planning, implementing programs, practices and policies, evaluating efforts, and reporting outcomes.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assess, plan, implement, evaluate, and report on opioid response and overdose prevention efforts; report on progress towards goals and objectives of strategic work plans, as required.
2. Implement efforts to align with special provisions and requirements of State and County opioid settlement funds.
3. Prepare and submit reports that summarize and forecast business activity related to grants; collect, prepare, and analyze financial and statistical information, as needed.
4. Prepare reports related to grant costs, statistics, and trends.
5. Collaborate with and provide support to coalitions; coordinate efforts to ensure implementation of strategic work plans.
6. Ensure appropriate and consistent use of program funds; coordinate and perform regular review of budget.
7. Provide training to ensure proper billing submission with partnering agencies.
8. Assist opioid workgroups with developing a comprehensive action plan based on a data-driven needs assessment, peer reviewed prevention research, and evidence-based policies, practices, and programs.
9. Provide and coordinate services; implement activities and oversee necessary training with guidance of evidence-based processes.
10. Develop measurements for evaluation and monitor outcomes of projects; modify implementation plans as needed based on process evaluation results.

### For Office Use Only

Job Code: 2637  
Job Title: Opioid Response Coordinator  
FLSA: Exempt  
Effective Date: 1/3/2025  
Public Safety: No

Worker's Compensation: County  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Individual Contributor

11. Function as liaison between coalitions and community and the state opioid response plan; assist individual coalition organizations with aligning and integrating work with strategies and goals of state and county response plans; assess and address readiness issues with community partners/stakeholders, as needed.
12. Apply for additional grant funding, as authorized.
13. Ensure on-going compliance with grant requirements and contracts to maintain funding; conduct statistical, research, outcome and other performance evaluations, as required; submit ongoing reports; serve on county-level, state-level, and if needed, national-level outcome development projects.
14. Conduct needs assessments related to assigned programs within Utah County; collect representative data regarding projects; develop and implement sampling plans.
15. Develop working relationships on behalf of the department with county and state agencies and local advocacy groups to share best practice strategies to improve prevention services and outcomes.
16. Assist department management with research and information gathering projects, as needed.
17. Respond to public health emergencies as required by the department or division administration; carry mobile phone or other emergency communication devices during work hours and at other times when unavailable by phone.
18. During times of emergency or pandemic, job duties may be modified as needed, and may be significantly different from primary duties.

### **Knowledge, Skills, and Abilities**

- Knowledge of local organizations, services, and the community
- Knowledge of substance misuse prevention and prevention science
- Knowledge of community development and mobilization
- Knowledge of youth development principles
- Skilled in grant writing and reporting requirements
- Skilled in statistical analysis
- Skilled in basic bookkeeping
- Skilled in word processing, spreadsheets, and internet programs
- Skilled in organization, public speaking, and training
- Skilled in group and meeting facilitation
- Ability to learn new concepts quickly
- Ability to communicate effectively verbally and in writing
- Ability to work independently
- Ability to create and sustain effective relationships with community partners
- Ability to foster and share leadership among individuals in the community
- Ability to communicate and interact with individuals from diverse social, economic, and ethnic backgrounds in a professional manner

### **Supervisory Responsibility**

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This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

**Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. Work occasionally exposes the incumbent to high-stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

**Physical Demands**

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.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file, and lift office supplies up to thirty (30) pounds. The employee frequently drives a motor vehicle.

**Position Type / Expected Hours of Work**

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

**Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

**Required Education and Experience**

1. Bachelor’s degree from an accredited college or university in Public Health, Health Administration, Public Administration, Social or Behavioral Science, or a related field.
2. Four (4) years of work experience in community organizing, program coordination, or community-based programs, including two (2) years directly related to drug abuse or prevention programs.
3. Equivalent combinations of education and experience may also be considered.

**Preferred Education and Experience**

1. Strong preference may be given to candidates with grant management experience, including data analysis, technical report writing, and/or financial management.

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**Additional Eligibility Qualifications**

1. Incumbent must become Substance Abuse Prevention Specialist (SAPST) trained within three (3) months of employment.
2. Incumbent must be eligible to become certified or licensed and obtain one (1) of the following within twelve (12) months of employment:
  - a. Certified Social Worker (CSW)
  - b. Substance Use Disorder Counselor (SUDC) or a related license
  - c. Certified Health Education Specialist (CHES)
  - d. Certified in Public Health (CPH)
  - e. Other nationally recognized prevention-related certification
3. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
4. Selected applicants will be required to submit to a pre-employment drug screen and background check.
5. Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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