



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 among 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.

Program Strategy & Implementation

1. Assess community needs; plan, implement, and evaluate opioid response and overdose prevention strategies.
2. Provide and coordinate services; oversee activities and training based on evidence-based processes.
3. Develop implementation measurements; monitor outcomes and adjust plans based on process evaluation results.

Coalition & Community Coordination

4. Serve as liaison between local coalitions, community partners and state and county opioid response plans.
5. Support coalitions to implement strategic work plans; address readiness and alignment issues with partners.

Grants, Budget & Compliance

6. Align efforts with special provisions and requirements of state and county opioid settlement funds.
7. Prepare and submit grant-related reports; summarize and forecast grant activity; collect and analyze financial and statistical information and reports with the Program Manager, Division Director, and Business Manager.

For Office Use Only

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Job Title: Opioid Response Coordinator
FLSA: Exempt
Effective Date: 6/20/2026
Public Safety: No

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

8. Prepare reports on grant costs, statistics, and trends with the Program Manager, Division Director, and Business Manager.
9. Ensure appropriate and consistent use of program funds; conduct regular budget reviews with the Program Manager, Division Director, and Business Manager.
10. Ensure ongoing compliance with grant requirements and contracts; conduct outcome/performance evaluations and submit required reports as directed.
11. Apply for additional grant funding, as authorized; participate in county, state, and when needed, national-level outcome development projects.

Training & Technical Assistance

12. Provide training and support to partnering agencies.
13. Assist opioid workgroups in developing comprehensive action plans grounded in data-driven needs assessments, peer-reviewed prevention research, and evidence-based policies, practices, and programs.

Partnerships & Research

14. Develop working relationships with county/state agencies and local substance use prevention groups to share best practices and improve prevention services and outcomes.
15. Conduct needs assessments for assigned programs within Utah County; design sampling plans and collect representative data.
16. Assist department leadership and management with research and information-gathering projects as needed.

Emergency Response

17. Respond to public health emergencies as required by department or division administration.
18. During emergencies or pandemics, duties may be modified and may differ significantly from primary responsibilities.
19. Carry provided communications device or other emergency communications equipment at all times, both during work hours and when unavailable by phone.
20. Utilize Artificial Intelligence (AI) tools as directed by Utah County Policy and with approval from Department Head.

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 Microsoft Office applications, including Word, Excel, PowerPoint, Outlook, and Teams
- Skilled in organization, public speaking, and training
- Skilled in group and meeting facilitation

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- Ability to learn new concepts quickly
- Ability to communicate effectively verbally and in writing
- 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
- Ability to develop and maintain cooperative working relationships with those contacted during the course of work activities
- Ability to manage multiple tasks, assignments, and projects independently under pressure

Supervisory Responsibility

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 primarily in a professional office environment. This role routinely uses standard office equipment such as laptops, desktops, smartphones, 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. The employee is frequently required to stand, talk, and listen. Specific vision abilities necessary for 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. The expected work hours are 8:00 am to 5:00 pm, Monday through Friday. 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.

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Required Education and Experience

1. Bachelor's degree from an accredited college or university in Public Health, Community Health, Health Promotion and Education, 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 substance use prevention programs.
3. Equivalent combinations of education (master's degree) 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.

Additional Eligibility Qualifications

1. Incumbent must complete Substance Abuse Prevention Specialist Training (SAPST) 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 Health Education Specialist (CHES®)
 - b. Certified in Public Health (CPH)
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 Centers 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.

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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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