



LAKE COUNTY POSITION DESCRIPTION

TITLE: Opioid Coordinator

GRADE: K8

FLSA STATUS: EXEMPT

GENERAL DESCRIPTION

The Opioid Coordinator position is a professional position in the County Administrators Office reporting to the Assistant County Administrator.

The Opioid Coordinator is responsible for the oversight of the Opioid Settlement, which may include but is not limited to program development, implementation; development and management of projects; develop and deliver an opioid grant program; contract development and compliance oversight for grants; data management and analysis; seek out additional opioid settlement funds through regional initiatives and the state. The opioid coordinator will develop relationships with community partners, facilitate meetings, and work in close coordination with internal and external stakeholders.

ESSENTIAL FUNCTIONS:

The coordinator may perform a combination of some, or all, of the following duties, and perform related duties as assigned:

1. Oversight of Opioid Settlement funds under the supervision of County Administration;
2. Collaborate and engage effectively with other county offices, outside agencies and state offices;
3. Coordinate planning meetings for initiatives and opioid settlement funded projects;
4. Review and update Opioid strategies annually;
5. Ensure all initiatives and projects are following guidelines provided by the Opioid settlement agreement;
6. Develop and implement a grant program to provide community partners with Opioid Settlement funding, and provide monitoring of grants to ensure compliance with Opioid settlement requirements and grant deliverables;
7. Hold regular reporting meetings with contracted providers and/or grantees to ensure timely spending of the opioid settlement funds;

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8. Write grant proposals for additional opioid settlement funds by gathering data and analyzing information to be used, as well as written summaries of data and/or program information, as requested;
9. Gather, organize and analyze information; identify deficiencies in the substance use landscape and work with partners to evaluate programs or projects that align with the guidelines provided by the Illinois Opioid Allocation Agreement, opioid settlement agreements, and relevant entities;
10. Develop and make recommendations and suggest program alternatives based on those findings of any deficiencies or limitations;
11. Development of programs/projects, including working with all relevant parties, including providers, other county offices and other service systems in developing and implementing programs to align with the relevant guidelines provided by the opioid settlement agreement;
12. Develop and utilize tools for managing and analyzing data for planning and service monitoring. This includes regular review of data, identifying potential problems or needs and developing actions to address these problems;
13. Attend overdose task force meetings, relevant County Board Committee meetings and other stakeholder meetings;
14. Coordinate with finance to prepare various reports including annual and/or quarterly reports to the Opioid Settlement Administrator, the Illinois Attorney General, and others, as assigned;
15. Prepare outcome reports related to the opioid settlement funds for internal and external reporting, as needed;
16. Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge and skill of software programs and the ability to utilize the systems to deliver services and manage programs, schedules and calendars which are job/function specific.

Skilled in problem-solving and conflict resolution.

Proven ability with program planning, program development, budgeting theory and processes and their application to agency programs and resource allocation;

Experience building and maintaining partnerships with inter- and intra-agency staff, associates and the general public;

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Ability to analyze data, program or project reviews and make recommendations;

Ability to communicate clearly, logically, and persuasively both verbally and in writing; ability to prepare clear, concise, and comprehensive reports, correspondence and documents;

Precise attention to detail and exceptional organizational and administrative skills;

Follows policies and procedures and supports organization's goals and values;

Team oriented and committed to maintaining a positive work environment;

Ability to work well independently and take initiative;

A strong commitment to diversity, equality, and inclusion;

A strong familiarity with Lake County and the community services offered in the region;

An understanding of substance use disorder (SUD) and the challenges facing this population;

Ability to travel and attend meetings off-site.

EDUCATION AND EXPERIENCE REQUIREMENTS

Two (2) years of professional experience providing direct social services, case management services, program planning, program monitoring, program evaluation, and a bachelor's degree from an accredited college or university in the behavioral health sciences, or public health or human services administration or a closely related field OR

Four (4) years of professional experience providing direct social services, case management services, program planning, program monitoring, program evaluation, and an associate degree from an accredited college or university including or supplemented by 18 credits in the behavioral sciences, public health or human services administration.

Or any combination of education and experience that provides the candidates possesses the knowledge, skills and abilities to perform the duties prescribed to the position (above).

PHYSICAL DEMANDS OF THE POSITION

Requires mainly office work, involving standing or walking some of the time, exerting up to 10 pounds of force on a regular basis, and high dexterity in operating office equipment, including a keyboard, phone, copier, etc.

The position requires normal visual acuity and field of vision and the ability to hear and speak to understand, respond to and build relationships with a diverse clientele.

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APPROVAL:

Gary Gibson, County Administrator

Date