



**TOWN OF FRAMINGHAM
MASSACHUSETTS**

**RFP#16-130
May 19, 2016**

**NOTICE OF VACANCY
May 19, 2016**

POSITION: MOAPC Program Coordinator

DEPARTMENT: Health

SALARY: M6 \$56,135

HOURS: Monday – Friday 8:30 am – 5:00 pm

Position Purpose:

The Program Coordinator has the primary responsibility to manage the Metro West Opioid Abuse Prevention Coalition to prevent the use of opioid and reduce overdose/death, for which the Town of Framingham is the lead Municipality.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Coordinates and manages all day-to-day activities of the Metro West Opioid Abuse Prevention Coalition.
- Convenes and staffs the Task Force and Community Coalitions for the initiative.
- Oversee implementation of SAMHSA's Strategic Prevention Framework (SPF) model to address the prevention of underage drinking and other drug use.
- Works closely with MDPH and the Massachusetts Technical Assistance Partnership for Prevention to complete all project deliverables.
- Work with the statewide evaluators to document project activities and outcomes.
- Shares and disseminates existing prevention materials, resources, and information.
- Engages new partners to ensure Task Force and Community Coalitions are inclusive, culturally competent and reflect the populations they serve.
- Conduct Formal and informal presentations and trainings to community groups and stakeholders around overdose prevention and related issues.
- Ensures compliance with all funders including reporting and maintaining communication with the MDPH program officer.
- Monitor program progress, goals, and objectives, and maintain regular contact with core leadership team.
- Prepares required grant reports.
- Works in a confidential capacity. Operates independently. Uses independent judgment and discretion to make decisions affecting the department and staff as it relates to unit operations/services and Town of Framingham policy.
- Perform other duties as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

Master's Degree in Public Health, Social Work, or related field; 3 – 5 years' experience in substance abuse prevention, community engagement, public health, or related field; or any equivalent combination of education and experience. Certified Prevention Specialist (CPS) or ability to become certified within 2 years of hiring date. Experience coordinating and convening community coalitions. Experience working with diverse community populations and broad based-coalitions. Experience facilitating groups and meetings. Current Massachusetts driver's license and daily access to a car for travel to meetings.

Knowledge, Ability and Skill:

Knowledge: Comprehensive knowledge of current public health issues, principles and practices. Knowledge of health promotion and disease prevention and health education models and population-based approaches.

Ability: Ability to plan, organize and collaborate with others, ability to communicate effectively, ability to establish and maintain effective working relationships with a variety of stakeholders and municipalities that have different needs and levels of readiness, ability to recognize priorities and work cooperatively to support their accomplishment, ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure.

Skills: Excellent customer service and organization skills, strong written and verbal communication skills, excellent computer skills including intermediate or higher level skill in Microsoft Office suite of Word, Excel, and PowerPoint. Strong organizational skills, ability to prioritize and to multi-task.

Physical Requirements:

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

This position is frequently required to sit, communicate, or hear; occasionally required to walk, must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 30 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

Supervision:

Works under the administrative supervision of the Chief of Community Health in accordance with applicable rules, regulations, and policies. Varied and responsible duties require the exercise of judgment and initiative, particularly in situations not clearly defined by precedent or established procedures.

Job Environment:

- Work is performed under typical office conditions, work environment is moderately noisy, with regular attendance at off-site meetings.
- Operates an automobile and standard office equipment.
- Interacts with other town departments, outside agencies, and the public by telephone, e-mail, in person, and in writing.
- Has access to confidential and/or sensitive information including financial and health records, the disclosure of which would cause a significant breach of trust and seriously damage the reputation of the department.
- This position may require direct client/patient contact and as a result of such direct contact, certain immunizations will be recommended and/or required prior to commencement of employment duties.
- Errors in judgment could result in delay, loss of service, loss of grant fund, monetary loss or legal repercussions and possible negative public relations for both the department and the town.

This position is grant funded through June 2020.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

The Town of Framingham is an Affirmative Action Equal Opportunity Employer.