

**Town of Natick
Job Description**

Position Title:	Prevention and Outreach Program Manager	Grade Level:	3
Department	Selectmen's	FLSA Status	Exempt
Reports to:	Town Administrator		

Statement of Duties: The Prevention and Outreach Program Manager for the Town of Natick will work with municipal departments, community organizations and Natick residents to coordinate and implement a comprehensive substance use disorder prevention plan for the town of Natick with particular emphasis on the prevention of opioid misuse. The Prevention and Outreach Program Manager will coordinate the work of Natick's Opioid Task Force and collaborate with Opioid Task Force members and partners to integrate or amend policy, practice, systems and environmental conditions in order to address opioid misuse and support treatment and recovery efforts in Natick. Additionally, the Prevention and Outreach Program Manager will work closely with the staff of Town departments and the Natick Together for Youth Coalition to create a town wide continuum of substance use disorder prevention and treatment efforts.

Supervision Required: The employee works under the direct supervision of the Town Administrator.

Supervisory Responsibility: The employee is not responsible for the supervision of any employees.

Accountability: This position is highly accountable and incorrect actions or misjudgment would typically result in monetary loss, missed deadlines, potential injury, as well as legal repercussions, and adverse public relations.

Judgment: Work requires examining, analyzing, and evaluation facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents, which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions.

Complexity: Work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions, or unusual circumstances; inspecting, testing, or evaluating compliance with established standards or criteria; gathering, analyzing, and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Confidentiality: Individual judgment and the application of professional knowledge and experience are required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

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Work Environment:

Nature and Purpose of Contacts: Position has constant interaction with co-workers, the general public, groups, and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, and the news media. The employee serves as a recognized authority of the organization in matters of considerable importance, including departmental practices, procedures, regulations, or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

Occupational Risks: Risk exposure is similar to that found in typical office settings.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Coordinate and manage all day-to-day activities of the Opioid Task Force, including facilitating Task Force meetings, managing communications to task force members, and ensuring development and implementation of the town's opioid strategic plan.
- Monitor Opioid Task Force progress, goals and objectives and maintain regular contact with the Task Force's core leadership team.
- Engage new partners to ensure that the Opioid Task Force is inclusive, culturally competent, and reflects the populations it serves.
- Develop communications to municipal departments and the general public about issues related to substance use disorders, including real-time information about opioid misuse and addiction (such as information about recent trends and new services or resources).
- Provide resources to individuals and families directly impacted by substance use disorders and work with frontline staff in municipal departments such as social workers, guidance counselors and first responders to assist with referrals for treatment as needed.
- Share and disseminate prevention, treatment and recovery materials, resources and information. These should be made available to municipal departments, community organizations, and at community events.
- Participate in local, regional and statewide discussions regarding substance use specifically related to reducing opioid misuse and overdoses, as well as other substance use and behavioral health issues affecting Natick community members. The Prevention and Outreach Program Manager will represent Natick at monthly meetings for: the MetroWest

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Opioid Abuse Prevention Coalition as part of the MOAPC grant (lead community: Framingham); the MetroWest Substance Abuse Prevention Coalition as part of the SAPC grant (lead community: Hudson); and the MetroWest Substance Abuse Prevention Alliance network of regional coalition leaders.

- Present to the Natick Board of Selectmen about Opioid Task Force progress and activities on a quarterly basis.
- Conduct presentations and trainings to community groups and stakeholders around overdose prevention and other topics related to substance use disorder prevention.
- Prepare required documentation for the MOAPC and SAPC grants for town reports.
- Supervise the work of contracted agents and community volunteers as directed by the Opioid Task Force.
- Research, propose and apply for additional funding opportunities as determined by the Opioid Task Force core leadership team.
- Work closely with NPS, NTY staff and volunteer members to sustain NTY's substance use prevention efforts to date, particularly the continuation of NASSA peer leadership program.
 - Participate in the hiring process for a new NTY coordinator.
 - Collaborate with NTY staff and its membership in planning opioid prevention efforts targeting school aged youth and their families.
 - Participate in NTY coalition meetings and assist NTY coordinator in training NTY members in substance use prevention best practices as needed.
 - Provide certified prevention specialist supervision to NTY coordinator.
 - In the event that DFC funding for years 6-10 is attained, serve as NTY project director for the purposes of the Drug Free Communities grant in order to ensure that all administrative requirements of the grant are met.
 - Provide training to NTY Coordinator to ensure fidelity to DFC grant and continuity of communitywide prevention and harm reduction efforts.
 - Train NTY Coordinator in semiannual reporting requirements for DFC grant and work jointly to fulfill these requirements.
 - Work with NPS financial analyst and NTY Coordinator to manage DFC budget and fiscal reporting requirements.

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Recommended Minimum Qualifications:

Education and Experience: or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- MPH, MSW or an equivalent Master's degree. Preferred prevention specialist (CPS) by the Commonwealth of Massachusetts with a minimum of five (5) or more years of substance use disorder prevention experience.

Knowledge, Abilities and Skill

Knowledge:

- Knowledge of Strategic Prevention Framework (SPF), principles of community engagement, coalition building, substance abuse prevention theory, public health promotion, youth development, and harm reduction strategies required.

Abilities:

- Ability to operate all office machines. Ability to maintain a high level of confidentiality. Ability to communicate effectively both orally and in writing. Ability to maintain accurate and detailed records.

Skill:

Physical and Mental 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 position's essential functions.

Physical Skills:

- There is little or no physical demand needed. The ability is required to lift up to 30 pounds.

Motor Skills:

- Duties may involve close hand-eye coordination and physical dexterity.

Visual Skills:

- Ability to read, see, and differentiate between colors.

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This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

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