



OPIOID TASK FORCE INTERIM PROJECT MANAGER

Consultant Job Description

The Opioid Task Force of Franklin County and the North Quabbin Region (Opioid Task Force), based in Franklin County and the North Quabbin Region of Western Massachusetts, is a 400 member cross-sector community collaboration made up of healthcare providers, court staff, elected officials, law enforcement, people in recovery, school staff, treatment providers, public health professionals and more. Formed in September 2013, the Opioid Task Force has been at the forefront of addressing the opioid crisis locally by facilitating collaborative efforts directed at prevention, intervention, treatment and recovery. Our mission is to ensure that public and private partners within the Franklin County and the North Quabbin Region work together to help reduce prescription opioid and heroin addiction, prevent overdose deaths, help more people get treatment to recover from opioid addiction, and improve the quality of life in our community.

To ensure the Opioid Task Force can be successful in its aims, it is seeking an Interim Project Manager to support its efforts on a newly funded federal grant program to provide post-opioid overdose services in the region. This position works closely with the Opioid Task Force's Coordinator to oversee the work of this project, in their role as the grant Project Director, which will involve a variety of law enforcement, first responders, peer recovery coaches, community health workers, harm reduction counselors, and other entities across 30 municipalities.

Due to the extensive nature of the Opioid Task Force's work and its intention to be responsive to the needs of the community to address this urgent public health crisis, below are the responsibilities of the Interim Project Manager, which may vary.

Responsibilities by Category

Project Strategic Planning & Management

- Develops and implements, in partnership with the Opioid Task Force's Coordinator, a project strategic vision, and plan, which outlines how the project goals and deliverables will be implemented.

- Coordinates meetings and activities of the project and its workgroups and prepares appropriate materials for meetings, in concert with the Project Director and Project Administrative Coordinator.
- Coordinates, monitors, and assists with all data collection and assists with compiling information required for internal and external data reports.
- Coordinates and/or performs the completion and submission of federally required quarterly and annual reports in concert with the Project Director.
- Works as a liaison between the research partner, and other key stakeholders, updating core team members on progress and challenges and arranging joint meetings as necessary.
- Confers with participating agencies, including schools, juvenile courts, law enforcement officials, probation officers, government agencies, local/state/multijurisdictional elected officials, grassroots groups, and others.
- Assists in the development of public awareness documents and publicity materials.
- Provides technical assistance and training to the region to support the implementation of identified strategies as outlined in the strategic vision, plan and work plan, which can include analysis of data and project effectiveness.

Community Outreach

- Act as a connector among and between individuals and entities committed to addressing substance use disorders, mental health disorders or co-occurring disorders.
- Represent the project on behalf of the Opioid Task Force at a variety of Franklin County/North Quabbin and regional standing meetings, as needed.
- Attend trainings and conferences, as needed, to identify best practices for the project, as needed.

Other Duties and Responsibilities

- Prepares periodic reports for management, as necessary or requested, to track strategic goal accomplishments and to provide evaluations of work performed.
- Participates in management and organizational meetings.
- Develops content and skill expertise by attending meetings and seminars germane to the position and the base of knowledge required for the job.
- Other substantive tasks may be assigned based on demonstrated abilities.

Qualifications and Desired Knowledge:

- Familiarity with Western Massachusetts local, county, state, multijurisdictional agencies (schools, social services, law enforcement, courts/corrections), local, county, state, multidisciplinary units of government, and grassroots organizations.

- Knowledge of principles and practices of budget preparation.
- Knowledge of principles and practices of strategic planning.
- Basic understanding of the opioid epidemic among individuals and their families.
- Basic knowledge of opioid use and misuse and related activities.
- Experience in creating logic models and program evaluation, which includes understanding of statistical principles and data analysis.
- Experience and familiarity with public health approaches and the relationship to law enforcement and public safety.
- Experience using data to inform the development of interventions and projects.

Demonstrated Ability and Experience To:

- Network effectively with a variety of types of organizations, including government agencies, law enforcement agencies, schools, social service agencies, courts, probation, corrections, and grassroots organizations.
- Demonstrate organizational, administration, personnel and project management skills.
- Work effectively with key community leaders and residents, diverse population groups, community members affected by opioid misuse.
- Identify community resources to assist in implementation of the initiative.
- Interpret and apply federal, state, and local policies, procedures, laws, and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of the goals of the initiative.
- Gain cooperation and collaboration through discussion and consensus.
- Exercise judgment regarding appropriate information sharing, confidentiality requirements, and human relations.
- Communicate clearly and concisely, both orally and in writing.
- Skilled in providing presentations to diverse audiences.
- Provide education and awareness presentations on the impact of the opioid epidemic.
- Establish and maintain cooperative relationships with those contacted in the course of work; experience and sensitivity in working with diverse populations in a variety of community and organizational settings.
- Set priorities and work independently in the absence of supervision.
- Demonstrate proficiency in word processing and spreadsheet software.
- Ability to manage multiple tasks and projects simultaneously.
- Has organizational astuteness and adept in managing processes.
- Skilled in change management and process/practice improvement; supports innovation.
- Excellent organizational, communication and interpersonal skills are required.
- Strong analytical skills, with the ability to synthesize information succinctly.

Education and Qualifications

The ideal candidate will have a minimum of a Bachelor's degree in public health, public policy or a related field, plus at least 7 years of related experience in professional settings. A Master's Degree in Public Health and/or related field a plus. Addition qualifications needed are:

- Ability to follow oral and written instructions.
- Ability to determine proper format and procedure for assembling items of information.
- Ability to manage multiple tasks and projects simultaneously.
- Has organizational astuteness and adept in managing processes.
- Skilled in change management and process/practice improvement. Supports innovation.
- Excellent organizational, communication and interpersonal skills are required.
- Ability to multi-task and keep track of key dates and deliverables.
- Thorough and detail-oriented. Ability to maintain accurate records.
- Possess strong and versatile speaking and writing skills, which include the ability to read, write and comprehend the English Language as well as the ability to use proper grammar, punctuation and spelling.
- Strong analytical skills, with the ability to synthesize information succinctly.
- Ability to maintain harmonious working relationships with others.
- Ability to understand, explain and apply the laws, rules, regulations, policies, procedures, specifications, standards and guidelines governing assigned unit activities.
- Knowledge of clerical office practices and procedures including office record keeping, office correspondence control, the types and uses of office equipment and supplies and business letter preparation.
- Ability to adapt to varying work situations and to understand when issues should be escalated to management.
- Ability to prepare budgets, budget and other reports, analyze and determine the applicability of data, draw conclusions and to make appropriate recommendations.
- Ability to perform mathematical calculations using formulae to solve accounting problems.
- Experience in project management and/or program evaluation is highly desirable as well as data dashboards and electronic incident management systems.
- Experience and sensitivity in working with diverse populations in a variety of community and organizational settings, including the ability to establish and maintain rapport with persons from different ethnic, cultural and/or economic backgrounds.
- Has the ability to work independently and as part of project teams.
- Excellent computer skills, including proficiency with Microsoft Word, Excel, PowerPoint; experience with WordPress websites, QuickBooks, and Canva is a plus.
- Regular and predictable work attendance.

Salary Information

Hourly rate to be negotiated with successful applicant and in accordance with federal funding guidelines. This position does not offer any benefits.

This is a federally funded grant consultant position with the possibility of continued employment subject to additional grant funding.

Location of Employment

This position is located at the Franklin County Justice Center, 43 Hope Street, Greenfield, MA. The Opioid Task Force's office is located within the Court Service Center on the first floor. This is a shared office space. During the COVID-19 pandemic, this position will be a virtual position initially.

Ideal Start Date

As soon as possible but ideally no later than **May 3, 2021**.

Deadline

Please submit a resume with a cover letter to Dottie Arnold, Program & Office Associate, Opioid Task Force, by **Friday, April 16, 2021, by 5 PM** at dottie@opioidtaskforce.org.

Equal Opportunity Employment

The Commonwealth of Massachusetts provides equal opportunity in state employment to all persons. No person shall be denied equal access because of race, creed, color, religion, national origin, sex, sexual orientation, gender identity, age, or physical/mental disability.

The information contained within this job description is not intended to be an exhaustive list. It is descriptive and not restrictive in nature, therefore, nothing shall preclude the assignment of additional duties, qualifications, entrance requirements, etc., as determined by the Opioid Task Force in concert with the Franklin County Sheriff's Office. The Franklin County Sheriff's Office does not sponsor employees.