



## Young Adult Empowerment Collaborative of Western Massachusetts

# YAEC Site Coordinator Job Description

### **General Description**

The site coordinator will be the designated manager for the Young Adult Empowerment Collaborative of Western Massachusetts (YAEC) efforts to impact opioid-affected young adults, ages 16-24 years old in Berkshire, Franklin/North Quabbin, Hampden, and Hampshire Counties. One of six sites, YAEC is funded by the U. S. Department of Justice Office of Juvenile Justice and Delinquency Prevention (DOJ/OJJDP) Opioid Affective Youth Initiative (OAYI). This position is a direct report to the Coordinator of the Opioid Task Force of Franklin County and the North Quabbin Region, who is the designated Project Director for the project and is housed at the Franklin County Sheriff's Office, the lead applicant for the DOJ/OJJDP/OAYI Initiative. This position is also accountable to the YAEC Advisory Council. This is a two-year grant funded position.

### **Background about the Issue**

Preliminary data is showing that young adults in Massachusetts are at increased risk of opioid misuse. Over 25% of opioid-related deaths occur among 18-25 year olds with growing rates of incarceration for this population. For example, young adults comprise over 20% of the incarcerated population in Hampden County and represent 22% of those involuntarily committed because of their substance misuse and a fear they may cause serious harm to themselves or others. Rates of homelessness, suicide, and hospitalizations due to drug overdoses are also rising for 16-24 year olds in the state.

### **About YAEC**

To ameliorate these negative trends, the Young Adult Empowerment Collaborative of Western Massachusetts (YAEC of Western MA) was created to enhance and strengthen existing efforts to impact 128,017 youth, ages 16-24, in 105 cities and towns across 2,300 square miles in Berkshire, Franklin/North Quabbin, Hampden, and Hampshire counties, known as Western Massachusetts. This four-county, evidence-based collaboration will transform the systems serving emerging adults to prevent opioid misuse, address the needs of young adults currently addicted to opioids, and improve their health outcomes as they transition into adulthood. Western Massachusetts leaders and citizens often come together to address mutual economic, public health, education, and social concerns. Steeped in this long-held culture of collaboration, the YAEC of Western MA will:

- Develop and strengthen regional data systems serving young adults, with a specific focus to expand the Pioneer Valley Opioid Data Collaborative (PVODC), staffed by the Pioneer Valley Planning Commission;

- Prevent and address young adult opioid misuse by initiating, expanding, and promoting data-informed evidence-based programming to support young people as they transition into the five stages of adulthood; and
- Engage families and communities in their roles to support young adults.

Comprised of representatives from existing opioid task forces and youth prevention coalitions in their regions, a team from each county will work together to analyze data, inventory existing activities, and plan data-driven and evidence-based strategies. These efforts will guide the creation of a plan to pilot and implement identified evidence-based activities to prevent and address opioid misuse among young adults, such as LifeSkills, PreVenture, Nurturing Parents, and Families Thrive. Each county has designated members to serve on the project's Advisory Council.

### **Essential Job Functions**

Due to the extensive nature of the YAEC's work and its intention to be responsive to the needs of Western MA communities to address this urgent public health crisis, below are the responsibilities of the Site Coordinator. Duties may include but are not limited to the following:

- Implements, in partnership with YAEC Advisory Council members, the YAEC Strategic Plan, which outlines how data-driven project goals and deliverables will be implemented.
- Coordinates meetings and activities of the YAEC and its workgroups and prepares appropriate materials for meetings.
- 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 quarterly and annual reports in concert with the YAEC Project Director.
- Works as a liaison between the research partner (if applicable), YAEC, and key partners, 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.
- Develops public awareness documents and publicity materials.
- Provides technical assistance and training to the four counties to support the implementation of identified data-driven strategies as outlined in the strategic plan, which can include analysis of data and project effectiveness.

### **Qualifications** 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 youth and their families.

- Basic knowledge of youth 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/projects.

Ability 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, and youth.
- 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.

**Required Education**

Minimum of a Bachelor’s degree in public health, public policy and administration, or criminal justice. Master’s degree preferred in public health, public policy and administration or criminal justice. Previous experience working to address the opioid crisis in a number of settings as well as experience in the juvenile justice field also a plus.

**Salary Range**

\$50,000 - \$60,000. This position is full-time, 37.5 hours per week state employee with full benefits as outlined by the Commonwealth of Massachusetts.

This is a two-year grant funded position with the possibility of continued employment subject to additional grant funding.

**Ideal Start Date**

Monday, October 7, 2019

**Location of Employment**

The offices of the Opioid Task Force located at 43 Hope Street, Greenfield MA within the Franklin County Justice Center.

**Reporting/Supervision**

This position is a direct report to the Coordinator of the Opioid Task Force of Franklin County and the North Quabbin Region, who is housed at the Franklin County Sheriff’s Office, the lead applicant for the DOJ/OJJDP/OAYI Initiative but is also accountable to the YAEC Advisory Council.

All candidates also have to complete the Franklin County Sheriff’s Office Application for Employment and are subject to CORI checks.

**Deadline**

Please submit a resume, cover letter, and completed job application, to Dottie Arnold, Administrative Coordinator, Opioid Task Force, Franklin County Justice Center, 43 Hope Street, Room 1705, Greenfield, MA 01301 or by email at [dottie@opioidtaskforce.org](mailto:dottie@opioidtaskforce.org), by **Friday, September 13, 5 PM.**

**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.