



<b>Job Position: Opioid Program Coordinator</b>	<b>Status:</b>	<b>Part-Time/Non-Exempt</b>
<b>Division: Tunica-Biloxi Social Services</b>	<b>Salary:</b>	<b>\$16,000</b>
<b>Posting Date: February 17, 2020</b>	<b>Closing Date:</b>	<b>March 3, 2020</b>

## **Job Description**

### **Summary:**

This position will coordinate the continued implementation of the SAMHSA Opioid Response Program. This is a part-time position and is federally grant funded.

### **Essential Duties and Responsibilities:**

- Coordinate and monitor assigned program to assure compliance with program guidelines, budget, funding requirements, data collection, etc.
- Provide support, information and referral services for counseling, support groups and other treatment services.
- Submit monthly/quarterly reporting to program director.
- Attend Department of Social Services Staffing meetings and provide program updates, review cases and accept referrals.
- Assist and support tribal clients in need of substance abuse treatment services
- Increase access to mental health and counseling services for tribal members with opioid and substance abuse addictions.
- Hold Opioid and Substance Usage prevention classes and/or trainings for tribal youth
- Conduct face-to-face contacts, home visits, and client welfare checks as assigned.
- Provides crisis intervention, support and advocacy for clients in need
- Create marketing and promotional materials such as flyers, brochures, training materials, etc.
- Attend tribal outreach events to promote program to eligible members.
- Complete all other duties as assigned by Social Service Director.

### **Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

- Strong leadership skills;
- Commitment to keep and maintain confidentiality requirements.
- Excellent written and oral communications skills.
- Effective presentation skills in group and individual setting

### **Qualifications:**

- Must be aware and strictly abide by the Code of Confidentiality.
- Must possess excellent computer, written and verbal communication skills.
- Must have a valid Driver's license and a good driving record.
- Must be able to travel when assigned.
- Must be able to pass a criminal background check.



**Minimum Education and Experience:**

- Bachelor’s degree preferred. In lieu of a degree, at least 4years of experience in a social service or educational related field.
- Must be trained in motivational interviewing skills within the first 6 months of work.

**Language Ability:**

Candidates must possess the ability to write reports and business correspondence; Candidate must demonstrate diplomacy, superior organizational skills, and have strong analytical capabilities.

**Computer Skills:**

Computer skills necessary to complete the Essential Duties and Responsibilities described herein are mandatory.

**Supervisory Responsibilities:**

None.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Physical Demands:**

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.

Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is frequently required to stand, walk and sit for long periods of time.

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.*

**Disclaimer:**

The job description/s has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. This document does not create an employment contract, implied or otherwise; employment in this job is an “at will” employment relationship.

