



Rio Arriba County

JOB DESCRIPTION VACANCY

SPECIAL PROJECTS COORDINATOR

DEPARTMENT:	HEALTH & HUMAN SERVICES
PRIMARY LOCATION:	ESPANOLA / TIERRA AMARILLA
SALARY CLASSIFICATION:	[M-09 PER-SCHEDULE]
SALARY:	\$28.44 TO \$31.28 HOURLY / \$59,162 TO \$65,065 ANNUAL
POSITION STATUS:	FULL TIME
FLSA CLASSIFICATION:	EXEMPT
CLOSING DATE:	OPEN UNTIL FILLED
POSTING DATE:	11 SEPTEMBER, 2024

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by employees in this classification; only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. This is not an all-inclusive list of all responsibilities, duties and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time with or without notice.

Primary Summary:

Under general supervision of the Health and Human Services Director or designee. The Special Projects Coordinator is responsible for providing oversight for RACHHS's opioid response initiatives. The coordinator will support the implementation of the RACHHS's mobile response unit, provide supervision to project team, and coordinate all aspect of program in accordance with project scope of work. The selected candidate will work with a diverse team of health providers, law enforcement personnel/offices, courts, case managers, etc. to support effective implementation of project goals.

Duties and Responsibilities:

- Assist research efforts in identifying need to educate public on naloxone access laws
- Collaborate with project team to investigate overdose history to understand overdose trends in RAC
- Collaborate with project team to investigate barriers impacting naloxone use in RAC
- Research available MAT options in RAC
- Provide oversight for RACHHS's Mobile Response Team (MRT)
- Provide coordinated care to residents needing such services, i.e., Refer clients needing counseling to counseling services, refer OUD clients to MAT resources, if requested, etc.
- Support project goal to create a panel of regional MAT providers
- Support research efforts in identifying non-conventional modes of reaching, engaging, and supporting at risk and OUD clients/residents
- Gather and maintain project related data in a secured and safe manner in



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accordance to HIPPA and IRB regulations

- Provide Naloxone training to first responders and community members in close contact with people who use drugs. E.g., Train blue bus drivers, law enforcement units, detention staff, etc., on how to effectively administer opiate antagonists in response to an opioid overdose
- Support project goal to dispel misconceptions about naloxone as well as promote naloxone resources to the public through various multimodal means
- Coordinate with clinician to schedule appointment for clients needing counseling and assessment
- Provide case management and care coordination to any county resident needing MAT and other resource support
- Provide oversight for case managers, CHWs, and contractual services related to project
- Work with District Court, Law Enforcement, Public Defenders, etc., to connect clients to MAT resources
- Coordinate MAT in combination with counseling and behavior therapies for the treatment of opioid use disorders (OUD)
- Support project team in identifying points of SBIRT implementation and compile list of providers supporting clients with SBIRT in RAC or nearby
- Work with area health providers (specifically OBGYN) to identify pregnant and postpartum women with SUD
- Work with project team to create educational materials that delivers information about the dangers of opioid abuse to unborn children and newborns
- Support research efforts to identify severity of opioid consequences amongst clients insured and those that are uninsured
- Establish referral system to support SBIRT clients needing care coordination
- Work with area health providers (specifically OBGYN) to identify candidates for NAS treatment
- Perform community outreach to educate communities on NAS and available resources
- Create educational program that delivers information NAS Treatment
- Perform all other duties as assigned

Minimum Qualifications:

- Bachelor's Degree from an accredited college or university in a health-related field/discipline (Social Work, Biology, Public Health, CHW, etc.) Social Science (Psychology, Government, Criminal Justice, English, Sociology, Project Management, etc.) or related field
- 2-5 years of experience managing grant-related projects
- Certification in Harm Reduction
- Experience working with underserved communities
- Certification in Motivational Interviewing



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- Valid NM Driver's License or the ability to obtain
- Must Successfully pass background and drug test
- Must not have been convicted of a felony

Knowledge, Skills and Abilities:

- Ability to work with local Pueblos and Jicarilla nation. • Knowledge of public health or schools
- Background in community organizing and advocacy
- Knowledge of the fundamentals of supervision and the ability to coordinate and supervise staff; provide leadership and direction
- Skill in planning, scheduling, directing, supervising, and reviewing the performance of staff, projects or contract in an effective manner
- Skilled at interpersonal communications
- Ability to coordinate large projects
- Ability to write and speak publicly
- Knowledge of grants administration
- Ability to act independently and conscientiously using sound judgment.
- Ability to maintain confidentiality
- Ability to handle multiple tasks and meet deadlines
- Ability to communicate effectively, both orally and in writing

Physical Demands:

While performing the duties of this job, the employee routinely sits, stands, walks, talks, hears, drives, stoops, and carries, and may be exposed to various hazards such as infectious diseases, chemicals and fumes, heights, power equipment, and icy surfaces. The employee is required to climb railings on equipment. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to forty (40) pounds, and occasionally lift and/or move up to fifty (50) pounds. If an item is over forty (40) pounds, lifting shall be done by two or more County staff members.

Work Environment/Conditions:

50% of the work is performed in a professional office environment whereas the remaining 50% will be performed outside the office. In our controlled workspace environment, you are likely to experience the following: moderate noise level, occasionally working under stressful conditions for extended periods, etc. Our indoor workspace floor comprises of carpets, tiles, and concrete. Work is performed in facilities within Rio Arriba County with



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primary functions split between the Tierra Amarilla and Espanola Annex offices. This position is routinely exposed to driving and travel to outlying areas of the county to provide coordinated care to residents. Evening, holiday, and weekend work outside of normal business hours may be required.

County position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance
- Work well with others and participate fully in a team-oriented environment
- Interface with other employees and customers in a courteous and respectful manner
- Project positive support of their department and all county organizations at all times
- Maintain and enhance the county's commitment to customer service excellence

Working Conditions for individual positions in this classification will vary based on each department's utilization, essential functions, and recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Conditions of Employment:

Successful completion of a thorough background investigation. Must pass a pre-employment drug screening and MVD check. Employees must comply with the safety guidelines of the county and follow the HIPPA Guidelines Manual - Policies and Procedures. Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within (30) days of the date of hire as a condition of continued employment.

**Please send an e-mail with your Letter of Interest,
Resume and Job Application to:**

JobApplications@rio-arriba.org

*P.O. Box 127 * Tierra Amarilla, New Mexico 87575 * Phone (575) 588-7254 * Fax (575) 588-7810*

*Espanola Annex * 1122 Industrial Park Road * Espanola, New Mexico 87532 * Phone (505) 753-2992 * Fax (505) 753-9397*
