



NOTICE OF VACANCY

TITLE: Community Coordinator - Healing Community
POSITION STATUS: Grant Funded from the Healing Communities Study (HCS)
REPORTS TO: Health Agent or designee
SALARY: \$50,000.00 - \$60,000.00 DOQ

JOB SUMMARY/HCS SUMMARY:

The Community Coordinator serves as the organizer of the HCS designated community coalition and partners closely with the HCS research team, and will be based in Salem to build the capacity of the local HCS designated community coalition, reduce the administrative burden for the HCS community fiscal agent and other community partners, and prepare the designated coalition for sustainability of community-led efforts beyond the term of the grant.

The objective of HCS is to reduce opioid overdose deaths by 40% using a community-engaged, phased intervention process referred to as the Communities That HEAL (CTH) intervention. The CTH intervention is a coalition-led, data-driven process designed to guide the community toward an action plan that will address their specific community needs.

Specific goals of the HCS include: 1) increasing naloxone distribution and overdose prevention education; 2) increasing access to medication for opioid use disorder (MOUD); and 3) improving opioid prescribing safety. The Healing Communities Study (HCS) was launched by the National Institutes of Health (NIH), National Institute of Drug Abuse (NIDA), and the Substance Abuse Mental Health Services Administration (SAMHSA) in 67 communities across 4 states (KY, MA, NY, OH) in April 2019. In Massachusetts, the research study is being led by Boston Medical Center (BMC).

An ideal Community Coordinator candidate should believe strongly in the value of harm reduction for preventing deaths and the importance of having voices of people with lived experience at the table.

DUTIES AND RESPONSIBILITIES:

Serve as the organizer of the HCS designated community coalition and partner closely with the HCS Community Engagement Facilitator (hired by BMC). Collaborate with the HCS Community Engagement Facilitator on coalition building, stakeholder engagement, agenda development, training needs, planning, and other coalition-related tasks as needed.

Help to identify a diverse and representative set of key stakeholders to serve on the HCS designated coalition, including content area champions related to naloxone, medications for opioid use disorder, opioid prescription safety, data, and communications. Work constructively with a diverse group of key stakeholders, including community leaders, addiction treatment providers, law enforcement, medical and mental health providers, and recovery programs.

Schedule meetings and convene local and regional stakeholders (monthly) to populate the HCS designated coalition as frequently as necessary to achieve CTH milestones. Support HCS designated coalition through the six phases of the CTH intervention which culminates in the development and implementation of a community action plan to adopt and expand evidence-based OUD practices.

Facilitate the designated coalition to develop a coalition charter and meet expectations set by both the charter and the CTH intervention (provided by HCS). Co-facilitate coalition meetings based on the phases of the CTH intervention, including a needs assessment, selection of evidence-based practices, monitoring/evaluation, and shaping local communications campaigns.

Engage the HCS anchor agency (a designated community health clinic) to support expansion of access to medications for opioid use disorder treatment and other evidence-based practices in accordance with the community action plan. Create plans to promote sustainability of coalition activities.

Work with the HCS Community Engagement Facilitator to address training, technical assistance, and capacity building requests by the designated coalition.

Partner with the Community Engagement Facilitator and Communications Champion to prepare and disseminate information to coalition, regional partners and the public to promote a better understanding of the goals of the grant and the interventions identified by the coalition. Assist the HCS Community Data Manager to coordinate data collection activities, including surveys, focus groups, and key informant interviews as necessary.

Liaise with the HCS Communications Core, identify coalition members and partners to execute communications efforts, develop a dissemination plan, and interface with media outlets.

Promote the inclusion of people who use drugs, people with lived experience, families, people of color, homeless individuals, and other key populations. Support diverse perspectives, constructive dialogue and consensus building among coalition members with a variety of backgrounds. Work with the HCS personnel to monitor local study-related budgets and funding, as appropriate.

Other duties as assigned and necessary.

KNOWLEDGE, SKILLS AND ABILITIES:

Three to five years' professional experience or training in public health, social work, community health, or similar field in human services; or associate degree in related field. Experience/training/education may be viewed collectively.

Ability to speak Spanish preferred. Flexibility and willingness to work as part of a co-facilitating team with the Community Engagement Facilitator. Strong and demonstrable familiarity and expertise with Salem (locale and demographics), with relationships, and knowledge of community history and dynamics preferred.

Strong meeting planning, scheduling, and facilitation skills. Experience building and coordinating coalitions of diverse stakeholders. Ability to communicate among many partners in organized and clear manner.

Strong writing and public speaking skills; alignment with cultural humility and the tenets of harm reduction

Proficiency with Microsoft products, and website administration.

Experience with research and/or working to address opioid use disorders a plus

PHYSICAL 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. While performing the duties of this job, the employee is occasionally required to stand. The employee frequently is required to walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance, vision, color vision, peripheral vision, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. While this position typically encompasses the City day's regular business hours, emergencies, events and meetings may take place during the evening and weekends and often require on-site presence at those times.

EQUAL OPPORTUNITY EMPLOYER:

The City of Salem is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

Qualified individuals are encouraged to apply with resume and cover letter to jobs@salem.com no later than 3/1/2020.

HUMAN RESOURCES, Lisa B. Cammarata, Director, City of Salem, 98 Washington Street, 3rd floor, Salem, MA 01970
978-619-5630

DATED 2/13/2020