



## NEVADA URBAN INDIANS, INC. JOB DESCRIPTION

**Title:** Opioid Response Program Coordinator  
**Department:** Administration  
**Exemption:** Non-Exempt  
**Supervisor:** Chief Executive Officer

### **DESCRIPTION:**

Under the supervision of the Chief Executive Officer, this position is responsible for the coordination and organization of all Opioid Response Program related activities. Coordinate staff and day-to-day operation within the Opioid Response Program department.

### **MINIMUM QUALIFICATIONS:**

A Master's degree in Social Work, Psychology, Social Services, Public Administration, Public Health and/or related field with at least two (2) years' experience working with mental health/behavioral health and substance abuse related counseling and programming. Must have strong communication skills, experience working on a multi-disciplinary team and grant program management experience, including budgeting. Must have a current CPR card or be able to obtain one.

**JOB DUTIES & RESPONSIBILITIES:** duties and responsibilities may include, but are not limited to, the following:

- Delivers opioid educational information and harm reduction service education via presentations to NUI staff, schools, community events, etc. to prevent opioid overdoses.
- Facilitates referrals to other programs/agencies for appropriate client services that are not available at NUI.
- Collects client statistics. Prepares and submits program reports to funding authority, in collaboration with the Project Director and Substance Abuse Counselor.
- Works with the Substance Abuse Counselor on grant compliance and adherence to grant budget.
- Manage Opioid Response Program Assistant.
- Participates in community outreach activities (Health Fairs, Pow Wows, etc.) to promote NUI's Opioid Response Program, provide information of services related to education, prevention and awareness of opioid abuse.
- Prepares sign-in sheets, administer surveys, pre/post-tests, and/or needs assessments at community events, presentations, trainings, etc.; this ensures collection of local data.
- Documents outreach, prevention, and education data in the electronic health records (EHR) system.
- Works with the Substance Abuse Counselor, Project Evaluator, and assigned regional Technical Assistance Provider to ensure proper evaluation and quality control of the Opioid Response Program.
- Participates in trainings to obtain and/or maintain professional credentials related to the program.
- Other duties as required or assigned.

### **SPECIAL NOTE:**

Nevada Urban Indians, Inc. is an equal opportunity employer and encourages all qualified applicants to contact the agency about employment opportunities. Indian hiring preference may apply to some positions dependent upon funding agency (i.e. Bureau of Indian Affairs, Title V, and Indian Health Service funded positions).