



Job Description

Prescription Drug Overdose Coordinator

The Mountain Center Harm Reduction Program is committed to reducing stigma and empowering clients through services that reduce the harms associated with substance use and other high-risk activities among individuals and communities in Northern New Mexico.

The Prescription Drug Overdose (PDO) Coordinator is a full time position with benefits working in Santa Fe County and Española County providing overdose prevention training and distribution of the life saving medication Naloxone for existing partner agencies as well as new partners. _____

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support PDO program managers through their direction in increasing access to naloxone through strategic planning, program development, and cultivation of local partnerships.
- Provide overdose prevention, education, and technical assistance for community-based organizations, health, and social services providers, first responder entities, and other identified organizations as assigned by supervisor.
- Collect and summarize data for evaluation and reporting.
- Stays current on PDO information and research to ensure that projects are based on evidence of effectiveness including the identification or development supplemental educational materials, videos and other resources that will enhance the learning experience.
- Serves as a community advocate by providing appropriated PDO information, referrals, and other support services as needed and as assigned.
- Attends PDO and other staff meetings as assigned.
- Professionally represent the TMC Harm Reduction Program to partners, community members, interns, volunteers and staff.
- Responsible for meeting deadlines from supervisor and organization.
- Read and follow all TMC policy and procedure.
- Ensure that all program administrative activities that have been assigned (monthly, quarterly, year-end reports, client files, program activity reports, timesheets, program roster, incident reports, etc.) are completed in a timely and professional manner within the requirements set forth in the contract guidelines and/or the TMC policies and procedures.
- Professionally represent the TMC Harm Reduction Program to clients, community members, interns, volunteers and staff.

- Maintain an emotional and physically safe working environment.
- Effectively and professionally manages relationships with all clients/participants and staff.
- Attend necessary trainings as approved by the HR Supervisor.
- Responsible for meeting deadlines from supervisor.
- Read and follow all TMC policy and procedure.
- All duties as assigned by supervisor.

Qualifications

Minimum:

- Experience directly related to the duties outlined above
- Knowledge of the following:
 - Addiction (Substance use and misuse)
 - Harm Reduction
- Possesses the mental resolve to deal with complex, highly emotional and/or stressful situations
- Excellent interpersonal skills with the ability to effectively listen and offer solutions without passing judgment
- Ability to remain diplomatic when the political climate interferes with program goals and objectives
- Ability to be client and mission-centered
- Ability to communicate in English, both verbally and in writing
- Ability to maintain highly confidential information in a professional manner (in accordance with federal HIPAA and 42 CFR part 2 regulations)
- Ability to work with others in a team and collaboration efforts
- Proficient in Microsoft Office including Word, Outlook, Access and Excel
- Working knowledge of standard office equipment (personal computer/laptop, phone with voicemail, fax, copier, etc.)
- Ability to read and comprehend complex documents; to respond effectively to the most sensitive inquiries or complaints; to prepare correspondence, presentations and articles as may be necessary; and to communicate effectively with staff and clients/participants
- Ability to establish and maintain effective relationships within the community. Demonstrated capacity to effectively market the Mountain Center's programs while strategically developing community networks to establish and/or maintain continued support for TMC
- Clear driving record and valid driver's license with solid driving skills due to extensive travel; willing and able to use TMC vehicle for outreach and local travel on Center business; with valid driver's license and proof of insurance
- Familiarity with the social, cultural and economic make-up of New Mexico or service area and ability and willingness to work with diverse populations

Preferred:

- Bilingual, English and Spanish
- CPR/First Aid

Equal Employment Opportunity: The Mountain Center provides equal employment opportunities to all qualified individual without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

Americans with Disabilities Specifications: The position is primarily in an outdoor setting working out of a motor vehicle, requiring long periods of standing and walking in and out of a vehicle. This position also requires some sitting at a desk in front of a computer. Presentation and community outreach tasks may require the employee to sit or stand for long periods of time. Extensive travel, typically by automobile; must be comfortable driving on unpaved/uneven roads and in inclement weather, during sunrise/sunset and in the dark. Employee must have the ability to clearly communicate in person and on the telephone in the decibel range of normal conversation levels. Employee must be able to hold a pen, type and grasp documents. The position requires the ability to safely lift 20 pounds unassisted, 50 pounds with assistance.

Work Environment: Office environment and or home work environment. Diving is required. At times may require physical acumen- lifting up to 50 lbs, walking for 4 hours a day, and being outside most of the day. Handling of biohazard materials.

Equipment Used: Personal computer and standard office equipment (phone with voicemail, fax, copier, scanner ten-key calculator).

Job Responsibilities Notes: The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. The Mountain Center may change the specific job duties with or without prior notice based on the needs of the organization.

Our work centers around LGBTQ+ individuals, people of color, individuals in recovery, people with various diagnoses and abilities, and other marginalized communities. Therefore, we strongly encourage people with these identities and from these and other marginalized communities to apply.

The position provides 40 hours of work per week/weekends; salary range is \$33,000-\$37,000 annually dependent on experience and qualifications. Paid Time Off and health insurance benefits, and retirement benefits offered after one year of employment. The Mountain Center is an Equal Opportunity Employer.

Please send a cover letter, resume and application to jobs@themountaincenter.org
https://themountaincenter.org/wp-content/uploads/2021/03/TMC_General_Application_03_2020.pdf