



CHARLOTTE AREA FUND EMPLOYEE JOB DESCRIPTION

Opioid Initiative Workforce Success Coach

Reports To:

FLSA Status: Non-exempt

SUMMARY: This position plays a crucial role in coordinating and implementing strategies to address the opioid crisis within the Charlotte community. The ideal candidate will have a deep understanding of the complexities surrounding opioid addiction, strong organizational skills, and the ability to collaborate effectively with stakeholders at various levels.

DUTIES AND RESPONSIBILITIES:

- Coordinate with Partners of the Opioid Settlement Grant, local government agencies, healthcare providers, community organizations, law enforcement, and other stakeholders to streamline efforts and maximize impact.
- Organize and facilitate community events, workshops, and training sessions to raise awareness and educate the public about opioid addiction and available resources.
- Provide support and resources to individuals and families affected by opioid addiction, connecting them with appropriate services and treatment options.
- Monitor and evaluate the effectiveness of intervention initiatives and programs, collecting data and feedback to inform decision-making and continuous improvement.
- Maintain accurate records, reports, and documentation related to program activities and outcomes.
- Develop an Individual Development Plan (IDP) for the establishment of clients' goals and objectives.
- Maintain weekly and monthly contact with the clients for the purpose of monitoring progress towards the achievement of goals and objectives. Provide on-going individualized employment counseling and training to enhance the client's employability skills.
- Coordinate communication with social media, marketing and community partners to improve collaboration for the organization's opioid initiatives
- Attend staff meetings and training sessions provided for both program and general purposes.
- Perform any other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Bachelor's degree in public health, social work, psychology, or a related field. Master's degree preferred.

- Minimum of 3 years of experience in public health, social services, or community organizing, with specific experience in substance abuse prevention and treatment preferred.
- Knowledge of opioid addiction, including risk factors, treatment modalities, and recovery support services.
- Strong interpersonal and communication skills, with the ability to engage and collaborate with diverse stakeholders.
- Excellent organizational skills and attention to detail, with the ability to manage multiple tasks and priorities effectively.
- Experience with program planning, implementation, and evaluation.
- Familiarity with data collection and analysis methods, including proficiency in Microsoft Excel or similar software.
- Ability to work independently and as part of a team, with a commitment to equity, diversity, and inclusion.
- Flexibility to work evenings and weekends as needed for community events and meetings.

COMPETENCIES:

- **Communication:** Effectively communicates ideas and thoughts while interacting with colleagues, supervisors, partners and clients.
- **Compassion:** Identifies with the Goals of CAF and our mission to elevate those disproportionately effected
- **Interpersonal Skills:** The ability to work with a diversified population; builds appropriate rapport; builds constructive and effective relationships' uses diplomacy and tact, can diffuse high-tension situations comfortably.
- **Time Management:** Uses time effectively and efficiently. Ability to effectively prioritize and adaptable to changes without affecting the quality of work.

PHYSICAL DEMANDS:

While performing the duties of this job, the individual must be able to remain in a stationary position for at least 80 percent of the time while operating their computer and performing office work. The individual needs to be able to move about inside the office, the community and other necessary areas. The individual needs to be able to travel from one location to another and transporting items/equipment and others. They constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, fax machine, and computer printer. They must be able to exchange accurate information with customers and others in the office while interacting. The employee must regularly lift and /or move up to 25 pounds, occasionally lift and/or move up to 50 pounds. The individual must be capable of reviewing their work for errors and adjust as necessary.

WORK ENVIRONMENT:

While performing the duties of this Job, the individual is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually low to moderate. The individual frequently works in a controlled climate.

Employee Name: _____ **Date:** _____
(Printed)

Employee Signature:
