



PROGRAM SPECIALIST

Definition

Professional and technical work in planning and implementing strategies and coordinating activities directed at behavioral health and substance use issues in Barnstable County. The incumbent will coordinate substance abuse prevention collaborative in accordance with Department's goals and State and federal requirements and guidelines; all other related work, as assigned.

The Program Specialist assists Barnstable County Department of Human Service in coordinating regional prevention strategies; coordinating efforts among SAPC and MOPAC collaborative members; and providing support to regional sponsored activities.

Supervision

Works under the general supervision of the Director of Human Services. Employee uses initiative in carrying out assignments independently. The Director, and/or designated project management staff, provides additional support and instruction for new, difficult or unusual assignments.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Coordinates aspects of the Barnstable County's substance abuse collaborative grants.

Collaborates with cluster municipalities and partners to integrate or amend policy, practice, systems, and environmental work addressing opioid misuse and abuse and prevention efforts.

Shares and disseminate prevention materials, resources, and information.

Participates in local and regional discussions regarding substance use specifically related to reducing opioid use and overdoses, and other substance use and behavioral health issues affecting our region.

Coordinates work with other Department staff and consultants on the issue of prevention, substance use and related issues.

Writes annual work and strategic plans, logic models, and other required reporting instruments. Responsible for timely submission of required reports and data input into management information system.

Provides administration support to Regional Substance Abuse Council work group (s), as assigned.

Performs similar or related work as required, directed or as the situation dictates.

Recommended Minimum Qualifications

Education and Experience

Bachelor's Degree from an accredited college or university in public health, social work, human services, behavioral health, or related field; minimum of three years of experience working on regional initiatives and/or prevention programs. Must possess, or be willing to obtain, certification as a prevention specialist within two years of hire.

Knowledge, Ability and Skill

Knowledge of: behavioral health and substance use systems and resources in region, opioid misuse and abuse, overdose prevention, and substance abuse disorder, data collection tools, strategic prevention framework, coordination of multi-sector stakeholder groups, and group dynamics/processes.

Ability to: communicate effectively with diverse groups, organize meetings and community forums, present information to the public, maintain accurate records, prepare timely reports, operate as a member of a team, and exercise tact, diplomacy, problem solving, and sound judgement.

Skill: writing, public speaking/presentation, organization, facilitating, negotiating, and effective use of word processing, database, spreadsheet, project management, presentation, mail and Internet browser software.

Job Environment

Work is performed under typical office conditions with moderate noise; occasionally required to attend evening/weekend meetings. Work involves travel throughout the fifteen Cape Cod towns and periodic statewide travel. Operates automobile own car to attend meetings, operates computer and standard office machines, including photocopier, telephone, and facsimile machine.

Physical Requirements

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal physical effort required; occasional light physical effort; maybe required to move boxes up to 25 pounds. Ability to operate a keyboard and standard office equipment at efficient speed. Operates automobile to perform County-wide and periodical statewide travel to transact business.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.