

**Director - Department of Drug Prevention
Pulaski County**

Department: Drug Prevention

Supervision Exercised: (dependent on department growth)

Supervision Received: Under the supervision of the Assistant County Administrator

Classification (FLSA): Exempt, Full time – Forty (40) hours/week

Work Hours – Monday thru Friday, 8:00 am – 5:00 pm. Some overtime, holiday and weekend work may be required.

ESSENTIAL FUNCTIONS: Utilizing Opioid Settlement Funds, Pulaski County is embarking on a new program that will directly address the ongoing opioid crisis in our community. This position will be responsible for developing and implementing strategies to support the ongoing efforts to prevent drug abuse with specific focus on opioid abuse. This position will help to create and implement a public awareness campaign, develop education materials, identify resources and strengthen referral networks for opioid prevention and treatment. This position will also work on issues surrounding opioid use prevention in cooperation with other jurisdictions and agencies in the New River Valley. The position will work closely with our existing Pulaski Community Partners Coalition (PCPC) and the Pulaski County Commission on Children and Families.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above and below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions of the job. The employee must successfully pass a drug screen, background check and possess a valid Virginia Driver's Permit. Residency in Pulaski County is preferred but not required.

RESPONSIBILITIES:

- Develop and implement strategies to support ongoing efforts for drug abuse addictions relating to opioid abuse
- Develop programs to prevent, treat and reduce the harm of opioid impact of individuals and the community
- Implementation of intervention strategies known to reduce overdoses and educate the public on substance use topics that include opioid/fentanyl awareness, access to treatment and harm reduction
- Promotes wellness and opioid abatement programming
- Assists with the development of the community strategic plan for drug overdose prevention
- Promotes collaboration among community partners such as Pulaski Community Partners Coalition (PCPC), Commission on Children and Families, NRV Regional Commission, NRV Health District, New River Valley Community Services, etc.
- Identifies prevention opportunities and makes recommendations to better describe the scope of the issues and trends identified

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- Facilitates meetings with local and regional partners for specific jurisdiction(s)
- Conducts personal visits and return phone calls/emails in a prompt manner

KNOWLEDGE, SKILLS AND ABILITIES:

- Basic knowledge of substance use disorders/opioid use disorder, and recovery
- Ability to determine the scope of needs and problems inherent in the area of drug abuse
- Knowledge of health communications and evidence-based substance abuse prevention strategies
- Ability to work cordially and professionally with staff members and the general public
- Ability to resolve conflict and problem solve
- Ability to be professional, alert, courteous, and tactful with others
- Knowledge of general emergency and safety procedures
- Ability to follow directions, arrive to work on time, and perform duties in specified time frame

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 the job that include: frequent bending, stooping, standing, walking, reaching and carrying items weighing up to 50 pounds. The position also requires constant use of the visual and auditory senses.

EDUCATION & EXPERIENCE: A Bachelor's Degree is required and a Master's Degree or preferred.

- Experience in social work, mental/behavior/public health programs, planning and implementation
- Familiarity or experience working with schools or communities
- Experience working with coalitions, community-level programs, and community engagement
- Experience in marketing, communications, or public relations, preferably in the non-profit sector
- Excellent oral and written communication skills
- Demonstrated project management experience (adherence to budgets, program plans, etc.
- Proficiency in Microsoft Office, Google Docs, email, internet, and social media
- Strategic and tactical thinker with creative problem-solving skills

PROFESSIONALISM AND CONFIDENTIALITY:

- Understand and consistently implement all County policies and procedures
- Maintain confidentiality with all vendors and employee transactions and activities
- Share knowledge and assist other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

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TRAINING AND JOB DEVELOPMENT:

- Responsible for continuing education development and building proficiency and skills
- Participates in or assists with conferences, workshops, webinars, zoom meetings, and other opportunities to maintain current awareness for educational growth

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.
- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

Employee Name: _____
(Please print)

Employee Signature

Date