



CLASS TITLE | OPIOID ABATEMENT RESPONSE COORDINATOR

PAY GRADE: EX-32 | www.cityoftulsa.org/pay

Class Code: 2667

Effective Date: 10/30/2024

PURPOSE OF THE CLASSIFICATION: Under general direction of the Chief Mental Health Officer, the Opioid Abatement Response Coordinator is responsible for developing and implementing the Tulsa Opioid Abatement Response initiative, an initiative intended to create a city-wide coordinated response to substance/opioid use disorder. This role will support the implementation of the mental health actions of Tulsa's city-wide resilience strategy in order to advance the goal of making Tulsa a world class city that is inclusive, welcoming, and making progress towards racial equity and resilience; and performs other duties as assigned.

ESSENTIAL TASKS:

- Develops and manages the Tulsa Opioid Abatement Response initiative by supporting implementation plans, tracking data collection, and facilitating project evaluation in line with grant goals and deliverables
- Liaises with the Oklahoma Attorney General's (OAG) Project Officer on all grant requirements and deadlines for the OAG Opioid Abatement Response grant
- Develops and monitors all contracts for services and programs required under the grant, other funding sources, and the Tulsa Opioid Abatement Response Strategic Plan, including community-based organizations providing opioid/substance abatement response and prevention
- Develops and tracks key performance indicators in partnership with grant subrecipients and community partners
- Coordinates the Tulsa Opioid Abatement Response governance board and engages formal and informal partners to effectively implement the initiative while working collaboratively with substance/opioid use disorder coalitions, collaboratives, partnerships, and associations, and other key leaders in the substance use, mental health and related health systems
- Provides regular status reports to City leadership, funders, residents, and community stakeholders on the progress of the initiative, as requested
- Attends training, conferences, other professional development, as requested
- Establishes collaborative team-oriented relationships with people at all levels within the organization
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from an accredited college or university with a bachelor's degree in sociology, social work, human services, or a related field; **and,**
- (b) Two (2) years of experience working in a professional environment in one of the areas specifically mentioned in the purpose statement of this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Program/project planning principles and best practices
- Strategic planning methods, collective impact and collaboration techniques
- Considerable knowledge of substance/opioid use disorder and mental health resources, services, and best practices



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Ability to:

- Understand and influence the behavior of internal and external customers in order to achieve job objectives and cause action or understanding
- Work independently
- Recognize, analyze and solve problems by deeply understanding the underlying problem
- Lead multiple projects of varying complexity
- Design, implement and demonstrate competence utilizing data to test new approaches, measure progress, and achieve results
- Interface effectively with employees at all levels of the organization
- Lead, facilitate and organize with proven project management skills
- Be solution focused with a willingness to engage and observe problems up close
- Comprehend and have compassion about substance/opioid use disorder as a brain disorder, a family disease, and a public health crisis

Skill in:

- Highly skilled in verbal and written communication
- Demonstrated effective leadership, interpersonal and organizational skills
- Strong project management skills and attention to detail
- Utilize the highest level of interpersonal skill to understand, select, develop, and motivate people from various diverse backgrounds in order to achieve work objectives and cause action or understanding
- Working in systems change and project implementation approaches and evaluation methods, including data collection and cleaning

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting, carrying, and pulling up to 20 pounds; and may be subject to walking, standing, sitting, reaching, bending, handling, and twisting.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver license.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and may require travel to off-site locations.

EEO Code: E-02

Group: Clerical and Administrative

Series: City Development