

**COMMUNITY ENGAGEMENT FACILITATOR AND TECHNICAL ASSISTANCE
SPECIALIST**

DISTINGUISHING FEATURES OF THE CLASS: This position within the Department of Health and Mental Health is responsible for serving as a resource and primary point of contact to coalition leaders and members, clinical experts and various staff participating in the NYS HEALing Communities Study (HCS). The incumbent will organize and facilitate trainings based on Evidence Based Practices (EBP's) within HCS and assist with data collection and reporting activities. The work is performed under the direct supervision of the Project Manager (Health/Mental Health) with additional oversight provided by the Columbia University's Research Coordinator. Supervision may be exercised over subordinate staff participating in the study. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title does not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Identifies organizations and entities with an interest and involvement in opioid prevention or treatment in the county, and maintains information on services and expertise available at all organizations;

Serves as liaison between coalition leaders and members, clinical experts and various study staff;

Organizes and facilitates trainings based on evidence based practices (EBP's) within HCS;

Develops community profile with HCS coalition utilizing information and data provided by the Columbia research team and County Data Surveillance Coordinator;

Identifies and conducts outreach to individuals and organizations selected to take part in HCS intervention activities, including supporting completion of surveys and other data collection needs;

Implements all HCS intervention protocols, including the Communities that HEAL Intervention, Communications Campaign, and Opioid-Overdose Reduction Continuum of Care Approach (ORCCA) menu, as well as selected clinical services determined by HCS Coalition to implement the chosen EBP's;

Provides guidance regarding necessary training and technical assistance for selected EBP's;

Participates in the development and assists clinical partners and other relevant organizations with the implementation of ORCCA;

Facilitates cross-organization collaboration and referrals for clients;

Identifies and troubleshoots implementation barriers of HCS at the County level;

Collaborates with team members to provide response to training requests;

Handles requests from HCS organizations for trainings and facilitates training logistics;

Documents all training and technical assistance activities conducted;

Facilitates researcher access to organizations for regular surveys;

Completes all grant reporting as required by Columbia University;

Organizes and/or conducts monthly HCS coalition meetings as necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the New York State HEALing Communities Study; good knowledge of local training resources including local-, state- and national-level programs and funding resources; working knowledge of public and community relations techniques; working knowledge of HCS intervention protocols; working knowledge of tools and methods used for collecting and presenting data; ability to organize and facilitate trainings; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with others; ability to write clear and accurate reports and records; ability to gather and organize pertinent data; initiative; accuracy.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a New York State registered or regionally accredited college or university with a Master’s Degree in Public Health, Public Administration, Social Work, Communications, Public Relations, or closely related field; **OR**
- B. Graduation from a New York State registered or regionally accredited college or university with a Bachelor’s Degree in Public Health, Public Administration, Social Work, Communications, Public Relations, or closely related field and one (1) year of experience in public and/or community relations; **OR**
- C. An equivalent combination of training and experience as indicated above.

ULSTER COUNTY
1492 CE & TA SP
Classification: Proposed Non-Competitive
NUMGT

Adopted: May 7, 2020