

DIRECTOR OF COMMUNITY AND INCARCERATED SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position within the Sheriff's Office having responsibility for planning, directing and managing the High-Risk Mitigation Team (HRMT) which focuses on developing, implementing, and expanding efforts in the identification, response to, treatment, and support of individuals impacted by opioids, stimulants, and other drugs of abuse. The work involves providing and organizing training for law enforcement, coordinating HRMT grant packages, and collaborating with law enforcement and corrections leadership in the oversight of community-based efforts. The incumbent will also collaborate with the Departments of Health, Mental Health and coalitions to implement a continuum of evidence-based opioid overdose prevention, treatment and care intervention. Work is performed under the general supervision of the Undersheriff. Supervision is exercised over the work of subordinate staff within the HRMT. 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 do 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.

Provides and organizes training opportunities for law enforcement to implement behavioral health and substance use programming;

Oversees community-based efforts in collaboration with law enforcement and corrections leadership;

Coordinates grant packages which include grant writing, project management, oversight and reporting;

Identifies and provides updates on behavioral health systems regulations, policies, programs and initiatives related to opioid use;

Maintains knowledge of laws, policies and regulations related to health data sharing;

Provides cooperation and leadership on cross-departmental efforts;

Keeps the Sheriff's Office informed of any local developments that may impact program and project outcomes;

Oversees data collection and conducts quality control of any grant required data;

Works with the Sheriff and/or designee, county departments and community coalitions to support and enhance the network of integrated behavioral health, substance and opioid use disorder (OUD) care continuum and prevention partners;

Collaborates with the Departments of Health, Mental Health and coalitions to implement a

continuum of evidence-based opioid overdose prevention, treatment, and care interventions within the Sheriff's Office and with other law enforcement partners;

Coordinates conferences and presentations related to projects;

Monitors progress of programs towards grant milestones and prepares monthly reports;

Prepares reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of county health service systems; good knowledge of criminal justice systems; good knowledge of current strategies related to opioid intervention and prevention; good knowledge of services and community resources available through state and local agencies; good knowledge of principles of project management; ability to establish and maintain effective working relationships with others; ability to plan and supervise the work of others; ability to read, interpret and evaluate grant requirements and content; ability to identify positively with people; ability to relate to a potentially difficult population; ability to prepare reports and correspondence; good organizational skills; perception and analysis; initiative and resourcefulness; good judgment; tact, courtesy and integrity.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Master's Degree in Public Health, Public Administration, Business Administration, Social Work or closely related field and three (3) years of experience in project/program administration and/or management; **OR**
- B. Possession of a Bachelor's Degree in Public Health, Public Administration, Business Administration, Social Work or closely related field and four (4) years of experience in project/program administration and/or management; **OR**
- C. Possession of an Associate's Degree in Public Health, Public Administration, Business Administration, Social Work or closely related field and six (6) years of experience in project/program administration and/or management.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.