

PROJECT MANAGER (HEALTH/MENTAL HEALTH)

DISTINGUISHING FEATURES OF THE CLASS: This professional position within the Department of Health and Mental Health will lead Ulster County's participation in the New York State HEALing Communities Study which will test the impact of an integrated set of evidence-based practices across healthcare, behavioral health, justice and other community based settings. The incumbent is responsible for identifying and providing updates on all organizations, regulations, policies, programs and initiatives related to opioid use during the study period. The work is performed under the direct supervision of the Commissioner of Health and Mental Health in collaboration with the Columbia University's Research Coordinator with progressive leeway allowed for the exercise of independent judgment. Supervision is exercised over the work of the Data Surveillance Coordinator and other 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 and provides updates on all organizations, regulations, policies, programs and initiatives related to opioid use during the study period, and provides regular reports to research team on these using reporting tools established by the research team;

Works with the Commissioner of Health and Mental Health to ensure laws, policies and regulations related to health data sharing, IRB/human subjects protections, evidence-based interventions (implementation period only) are implemented, and to provide cooperation or leadership on cross-departmental efforts;

Coordinates, in collaboration with the Ulster County Opioid Strategic Action Leadership Team, all study-related communication with local partners, key stakeholders and with local press, and keeps the research team informed of any local developments that may impact public perception of the project;

Supervises the Data Surveillance Coordinator and oversees collection and conducts quality control of grant required data related to fatal and non-fatal opioid overdose and access to and utilization of naloxone and medication for opioid use disorder (MOUD) in the county in collaboration with Columbia University's Research Coordinator;

Works with commissioner and community coalition to support and enhance a network of integrated Opioid Use Disorder care continuum and prevention partners;

Works with commissioner and coalition to implement a continuum of evidence-based opioid overdose prevention, treatment and care interventions;

Monitors progress of county towards achieving study milestones and prepares monthly reports of NYS HEALing Communities Study activities in the county;

Oversees all elements necessary including input of data and use of county dashboard by county staff and community coalition members to inform selection and optimization of interventions;

Supports NYS HEALing Communities Study coalition activities as needed by investigators, including but not limited to maintaining contact lists, meeting scheduling, logistics coordination and general project support;

Manages administrative tasks related to project, as assigned;

Prepares reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the New York State HEALing Communities Study; good knowledge of county health service systems; good knowledge of current strategies related to opioid intervention and prevention; good knowledge of the principles and practices of community organizations and work groups; working knowledge of principles of project management, such as the Project Management Book of Knowledge (PMBOK); ability to establish and maintain effective working relationships with others; ability to plan and supervise the work of others; ability to identify positively with people; ability to relate to a potentially difficult population; good organizational skills; perception and analysis; good judgment; initiative; resourcefulness; emotional maturity; tact; courtesy.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited college or university with a Master's Degree in Public Health, Public Administration, Business Administration, Social Work or closely related field and two (2) years of experience in project/program administration and/or management.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license.

ULSTER COUNTY
5147 PR MGR HTH
Classification: Proposed Non-Competitive
NUMGT

Adopted: December 23, 2019