



Substance Abuse Recovery Coordinator

Department	Administration
Reports to	County Manager
FLSA Status	Non-Exempt
Pay Grade	25
Revision Date(s)	07/2023

JOB SUMMARY

This position will coordinate the process of creating an overall master plan regarding Jackson County's allocation of opioid settlement funds.

This is a grant funded position for 24 months with full benefits.

ESSENTIAL JOB FUNCTIONS

- Identify strategies for Jackson County to expend opioid settlement funds through the development of a master plan. Plan development will utilize the structured process outlined in Exhibit C of the NC Memorandum of Agreement for Opioid Settlement (NC MOA) funds.
- Identify and establish cooperative working partnerships with stakeholder groups identified in Exhibit C of the NC MOA.
- Identify and strengthen coordinated substance abuse disorder programs among stakeholder groups during the planning process, both by introducing new initiatives and providing support to existing ones.
- Work directly with the Jail Based Substance Abuse Coordinator position to assist and connect jail MAT program participants with services, non-profit groups, and other stakeholders to improve outcomes.
- Monitor the community impacts of all identified/enhanced/coordinated substance abuse disorder programs to ensure effective tracking of their outcomes.
- Comply with all reporting requirements of the Dogwood Health Trust grant.
- Seek additional grant funding to enhance new and existing substance abuse disorder programs.
- Any other related duties as assigned by County Manager.

QUALIFICATIONS

Education and Experience:

Bachelor degree in social services, psychology, or human services field of study. Prior work experience in a substance abuse treatment program that serves offenders adjudicated through the criminal justice system or with a mental health provider is preferred.

Licenses or Certifications:

Possession of a valid, State of North Carolina driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.



Jail Based Substance Abuse Coordinator

Department	Sheriff's Office
Reports to	Sheriff
FLSA Status	Non-Exempt
Pay Grade	24
Revision Date(s)	07/2023

JOB SUMMARY

This position provides coordination of a substance abuse recovery program services while a participant (incarcerated person) is in custody and coordinates contracted recovery services once released. This is a grant funded position for 24 months with full benefits.

ESSENTIAL JOB FUNCTIONS

- Coordinates the development of policies related to the identification, selection process and participation in a limited jail based MAT program. All policies and procedures must be in accordance with the NC Department of Public Safety's MAT grant award.
- Coordinates initial necessary contracts to implement a limited jail based MAT program that involves naltrexone. The contract(s) should include services such as administering the naltrexone injections and support services while incarcerated and once released.
- Works directly with Substance Abuse Coordinator position when connecting released participants with services, non-profit groups and other stakeholders to improve outcomes.
- Ensures adherence to all grant requirements including but not limited to data collection, performance measurement tracking and grant reporting.
- Any other duties as assigned by the Sheriff.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent; considerable directly related experience as a Detention Officer, including supervisory experience; and compliance with the minimum standards for training and certification set by the state of North Carolina for detention center personnel; or an equivalent combination of education and experience. Associate's Degree in criminal justice or related field is preferred.

Licenses or Certifications:

Possession of a valid, State of North Carolina driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment. Must hold valid Detention Officer Certification Course (DOCC) and Armed Detention certifications. Must hold a valid Basic Law Enforcement Training Certification. Must possess and maintain valid CPR and First Aid certifications. Must be able to work a varied work schedule, including nights, holidays, and weekends. Must be a US Citizen.