



## Klamath Tribal Health & Family Services

3949 South 6<sup>th</sup> Street

Klamath Falls, OR 97603

Phone: (541) 882-1487 or 1-800-552-6290

HR Fax: (541) 273-4564

EXEMPT \_\_\_\_\_  
NON-EXEMPT X

OPEN: 04/29/24  
UNTIL FILLED

### POSITION DESCRIPTION

**POSITION:** OPIOID PREVENTION COORDINATOR

**Supervisor:** Street Outreach Manager

**SALARY:** Step Range: 15 (\$41,686) – 34 (\$73,098); Full Benefits

**CLASSIFICATION:** Non-Management, Full-Time, Grant Funded

**LOCATION:** Klamath Tribal Health & Family Services  
6000 New Way, Klamath Falls, OR 97601  
330 Chiloquin Blvd, Chiloquin, OR 97624  
204 Pioneer Street, Chiloquin, OR 97624

**BACKGROUND:** P.L. 01-630 Level

### POSITION OBJECTIVES

The Opioid Prevention Coordinator (OPC) position is designed to provide education and outreach within the community to increase awareness and knowledge about the risk of opioid use. OPC is responsible for conducting focus groups, facilitating education groups, and conducting a community needs assessment. The OPC will provide education and training to the community and providers on Naloxone use and Medication Assisted Treatment (MAT). The OPC serves as a resource to programs and to individuals eligible for services provided by Klamath Tribal Health & Family Services in homes, schools, clinics, alternate job sites and other community locations within the Klamath Tribes' Service area.

## **MAJOR DUTIES AND RESPONSIBILITIES**

1. Provide quality education and trainings in the prevention of opioid use disorder (**OD**) and treatment methods. The education and trainings will align with Klamath Tribal Health and Family Services' (**KTHFS**) strategic plan.
2. Consistently models appropriate behaviors, attitudes and skills that support the C.L.E.A.R. and H.E.A.R.T. customer-service standards to build positive relationships with patients and KTHFS employees.
3. Develop and maintain a thorough resource list of OUD related resources throughout Klamath County and the State of Oregon.
4. Conduct screenings of patients who are at risk for overdosing. Coordinate with internal and external stakeholders for appropriate patient referral.
5. Coordinate with Youth and Family Guidance Center (**YFGC**) and other KTHFS Departments to promote OUD awareness and prevention activities.
6. Write quarterly articles for the KTHFS Newsletter. In partnership with YFGC, develop awareness, prevention and OUD materials such as brochures, pamphlets, posters, and exhibits. Assist with social media campaign, update KTHFS Facebook page on events and OUD awareness messaging.
7. Compile and submit monthly grant reports as required. Contact enrolled MAT patients to administer Government Performance and Results Act (**GPRA**) form and follow up GPRA forms to obtain performance data. All records will be maintained in compliance with the Privacy Act, HIPAA and Tribal policies.
8. Serve as a facilitator for OUD awareness and education groups to effectively educate patients and the community on current opioid crisis and potential of overdosing.
9. Attend committees or training on OUD awareness, prevention, and substance use treatment, as directed, including those entities outside KTHFS.
10. Plan coordinate and participate in awareness and prevention events. Ensure an evaluation process is implemented with each event to gain feedback and for quality improvement including but not limited to the number of attendees.
11. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes

as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

### **SUPERVISORY CONTROLS**

Work is performed under the general direction of the Street Outreach Manager. This position requires sound judgment, strong organizational skills, time management experience, and the ability to work independently with minimum direct supervision.

The supervisor outlines the overall program objectives and priorities, time limit, and financial resources available. The employee plans and schedules recurring work, handles routine problems, and completes work using own initiative. Exercise professional knowledge and judgment in interpreting guidelines and applicability. Work is reviewed from an overall standpoint in terms of meeting objectives, effectiveness, and compliance with laws, regulations, policies and procedures.

### **KNOWLEDGE, SKILLS, ABILITIES**

Knowledge of principles and practices of prevention, substance use, and health education gained through education and work experience.

Ability to work a flexible schedule, as necessary, to maximize program participation.

Knowledge of social, cultural and economic factors of individuals and families to promote prevention and OUD treatment.

Thorough knowledge of community resources around awareness, prevention, and OUD

Knowledge of research, educational principles and methods as applied to the TOR grant gained through education and work experience.

Knowledge of principles of consultation and motivational interviewing techniques to obtain information from patients, and coordinating the appropriate patient referral.

Ability to analyze and evaluate programs.

Ability to create awareness, prevention, and ODU culturally appropriate materials for use in the community.

Ability to establish and maintain effective working relations with the public and agency staff.

Ability to present ideas clearly and concisely, orally and in writing.

Ability to plan and organize work effectively and independently.

Ability to maintain strict confidentiality of medical records and adhere to the standards for health record-keeping, HIPAA and Privacy Act requirements.

### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

**Minimum Qualifications:** *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a High School Diploma or Equivalent. ***(Must submit copy of diploma or transcripts with application.)***
- **REQUIRED** minimum of two (2) years' experience working in the behavioral health, substance use, or health education fields.
- **REQUIRED** to have previous experience with computer systems, data entry programs, and Microsoft Office programs.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, ***(out of state applicants must receive ODL within 90 days of hire)***, have good driving record and be insurable by the Klamath Tribal Health & Family Services' vehicle insurance policy. ***(Must submit copy of driver license with application.)***
- **REQUIRED** to have Basic Life Support certification.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to submit to annual TB skin testing and adhere to KTHFS staff immunization policy in accordance with the Centers for Disease Control immunization recommendations for healthcare workers.
- **REQUIRED** to accept the responsibility of a **Mandatory Reporter** in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

### **Preferred Qualifications:**

- Associate or Bachelor's Degree in behavioral health, Social Work, or similar health related field. ***(Must submit copy of degree or transcripts with application.)***
- Chemical Dependence Counseling certificate. ***(Must submit copy of certificate with application)***
- Experience working with Native Americans is preferred.

**Indian Preference:**

Indian and Tribal Preference will apply, as per policy. ***(Must submit tribal documentation with application to qualify for Indian Preference).***

**ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**APPLICATION PROCEDURE**

Submit a Klamath Tribal Health & Family Services ***Application for Employment*** with all requirements and supporting documentation to:

**Klamath Tribal Health & Family Services  
ATTN: Human Resources  
3949 South 6<sup>th</sup> Street  
Klamath Falls, OR 97603  
[jobs@klamathtribalhealth.org](mailto:jobs@klamathtribalhealth.org)**

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.**

**Please Note:** If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application **will not** be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified **applicants who present proof of eligibility for “Indian Preference”.**

**Applications will not be returned.**

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_