**POSITION DESCRIPTION/WORK CONTEXT:**

**Reports To:** Chief Program Officer  
**To Apply:** email resume to employment@careofsem.com

**MINIMUM QUALIFICATIONS:**

1. A Bachelor’s degree in social work, sociology, psychology, family ecology, consumer/community services, family studies, family and/or child development, guidance/school counseling, counseling psychology, education, public health, human services, criminal justice, or related field.
2. Have four (4) years of experience working in the field of substance use disorders or within a public health framework.
3. Experience writing request for proposals/grants and evaluation reports for grants/funding sources.
4. Must be one of the following:
   a. Certified as a Prevention Consultant or Prevention Specialist (CPC-R or CPS) or
   b. Must have a registered development plan and be timely in its implementation.
5. Possess a valid motor vehicle operator license.
6. Completion of ICHAT check, National and State Sex Offender Registry Check, and Central Registry Check.
7. Ability to work independently as well as team environment.
8. Must possess knowledge and understanding of Recovery Oriented System of Care and Trauma Informed Services.

**ESSENTIAL JOB FUNCTIONS:**

Operation Rx is a community wide collaborative to prevent prescription drug abuse and reduce the number of deaths from opioid abuse. The collaborative was initiated by Families Against Narcotics and involves a wide range of public and private partners.

All employees are expected to perform quality work within deadlines; exhibit professional conduct; work effectively as a team contributor on all assignments; work independently while understanding the necessity for communicating; coordinate work efforts with other employees and organizations; support the mission of CARE of Southeastern Michigan.

1. Manages the development and coordination of Operation Rx committees and sub-committees.
2. Provides community organizing/technical assistance to Operation Rx project and committees.
3. Coordination and management of Opioid antagonist program (Naloxone, Narcan) and community-wide education campaign for seniors, children and providers.
4. Assists Operation Rx groups by providing guidance for pertinent trainings and conferences, new developments in the field and current and pending legislation.
5. Ensures evaluation reports are completed and maintained in accordance with funding source standards and CARE of SEM policy and procedures.
6. Demonstrates full comprehension of Operation Rx strategic plan.
7. Provides technical assistance to Operation Rx groups to achieve objectives.
8. Reports data and outcomes as required.
9. Completes request for proposals/grant applications within set deadlines and according to best practice standards.
10. Develops and monitors sustainability metrics as applicable.
11. Performs presentations and public speaking events.
12. Responsible for promoting Operation Rx messages via social media platforms.
13. Monitors expenditures of program and tracks supplies purchased and needed for programming.
14. Disseminate substance use information at health and public fairs, school open houses and other community events as requested.
15. Establish and maintain liaison relationships with appropriate agencies regarding substance use prevention.

16. Works as a member of the CARE of SEM administrative team and enforces and monitors compliance with all CARE of SEM policies and procedures.

17. Attends assigned meetings.

18. Ability to adjust hours of work based on the community needs, including some evening and weekends.

19. Demonstrates knowledge of Recovery Oriented Systems of Care and principles of trauma informed care.

20. Ability to adjust hours of work based on the community needs, including some evening and weekends.

21. Knowledgeable of national and local substance use and prevention statistics and demonstrates the ability to apply current trends to service delivery.

OTHER DUTIES
All other duties as assigned are within the scope of this position that contributes to the advancement of mission of CARE of SEM. Job duties may vary based on discipline and population served. All other duties that are general in nature and are related to the scope and practice for this position.

PERFORMANCE EXPECTATIONS
1. Perform job duties and responsibilities in a professional manner at all times and comply with the standards and Code of Ethics established for the profession and as set forth in the CARE of SEM Handbook.

2. Support the mission of CARE of SEM with integrity and act as an ambassador.

3. Demonstrates knowledge of Recovery Oriented Systems of Care, principles of trauma informed care and principles of diversity, equity and inclusion.

4. Maintain excellence in all work efforts, presentation, attitude, and practice in a manner that demonstrates loyalty to the organization, integrity in the process, and honor to all ethical, legal/policy, knowledge-base, resources, and the purpose and intent of the organization.

5. Demonstrate knowledge and skills in the effective and efficient use of human, technical, and financial resources of the organization.

6. Demonstrate an applied commitment to the mission, vision and values, as well as knowledge and skills in consumer-oriented practices, as well as innovations in support, service, treatment, and care practices.

7. Perform all job duties in accordance with applicable safety, health and accessibility policies and procedures.

COMPLIANCE/SAFETY REQUIREMENTS:
- Performs job duties and responsibilities in accordance with professional code of ethics and standards of conduct set forth in the Human Resources Policy Manual and workplace policies and procedures.
- Performs job duties and responsibilities in accordance with the organization Corporate Compliance Plan and Program, reports violations, including waste and fraud, and cooperates with investigators.
- Performs job duties and responsibilities in accordance with applicable workplace policies and procedures for identification of risk, risk assessment and risk control.
- Performs job duties and responsibilities in accordance with applicable safety and health policies and procedures and reports health and safety risks, accidents, incidents, injuries, and property damage as appropriate.

PHYSICAL REQUIREMENTS:
- Must be able to enter and retrieve data using computer systems, systems applications, and other office equipment.
- Ability to lift and transport materials/supplies up to 12 lbs. to health fairs, presentations and/or other public forums.

For more information about CARE of Southeastern Michigan, visit www.careofsem.com/employment.
To apply, please submit resume to employment@careofsem.com