



Outreach and Education Coordinator
West Virginia Drug Intervention Institute, Inc.

JOB SUMMARY

The West Virginia Drug Intervention Institute, Inc., is seeking an Outreach and Education Coordinator to support efforts in West Virginia communities as part of the Appalachian Regional Commission's INSPIRE grant. The WVDII will work with external organizations to develop a recovery workforce in at-risk counties. A key part of the outreach and education coordinator's role is to educate community members about substance use disorder, reduce stigma, train in naloxone administration (while deploying the ONEbox), and provide resources for treatment, recovery, childcare, and other barriers that might prevent community members from finding employment or getting treatment for substance use disorder.

Essential Functions of the Position:

- Serve as the outreach and education coordinator for one or more assigned counties/communities.
- Work in tandem with local police departments, Quick Response Teams (QRTs), and the Police Assisted Addiction and Recovery Initiative (PAARI) to educate community members about the use of naloxone, overdose prevention, and treatment and recovery resources.
- Participate in PAARI/WVDII training and mentorship program.
- Collaborate with the WV Office of Drug Control Policy and local county coalitions (attending coalition meetings).
- Work with community members and local law enforcement to determine the best locations for naloxone and ONEbox™ placement.
- Provide training on the ONEbox™ to employees and volunteers of the selected locations.
- Prepare communications such as memos, emails, invoices, and other correspondence as directed by the supervisor.
- Obtain certification through the Connecticut Community for Addiction Recovery (CCAR) via PAARI if not already certified.
- Connect community members in the assigned county to treatment and recovery resources, as well as employment resources, as needed.
- Coordinate, facilitate, and attend meetings as directed and needed.
- Collect data related to training, ONEbox deployment, resources provided, and naloxone distribution, and provide reports to the supervisor every month and as requested.
- Occasional travel and weekend representation for meetings, conferences, and public health events furthering the mission of the Institute; mileage will be reimbursed.
- Always maintain confidentiality.
- All other duties as assigned by the Institute President or Grant and Program Administrator. The Outreach and Education coordinator will report directly to the Grant and Program Administrator.

Skills/Qualifications:

- A high school diploma or GED is required
- Excellent communication skills, both written and verbal, are required
- Excellent phone skills required as you will be contacting businesses regarding the ONEbox
- Proficiency in Microsoft Office Products such as Word, PowerPoint, and Excel is required for reporting.
- Professional, positive, and pleasant demeanor required
- Punctuality and professionalism are required
- The ability to work independently is required
- A valid driver's license and reliable transportation are required, as you will be traveling to various counties and communities on a weekly basis.
- Preference given to applicants in long-term recovery (at least 2 years)
- Drug screenings upon hiring and randomly throughout employment are required

Worksites are geographically based on the counties where we are approved to work, according to our grant from the ARC. You must reside in one of the counties within the specific group and be able to travel and provide prevention outreach to the other counties within that group. At times, you may be required to travel outside your area for regional or statewide conferences, which will be reimbursed. Information will be provided to the employee as soon as possible regarding any upcoming travel related to employment.

The following areas are open for full-time employment:

- West Virginia:
 - Cabell County
 - 10 hours a week will be spent at Huntington Safety Town, assisting with the children's learning activities
 - Wayne County
 - Mason County

WV DII is an EOE and a recovery-friendly work environment. Those in long-term recovery are encouraged to apply.

The mission of the Drug Intervention Institute is to reduce deaths in Appalachia from opioid and drug abuse through prevention, education, and outreach. The Institute is housed in a central downtown location in West Virginia's state capital city.

Job Type: Hours will vary, with an average of 40 per week, Monday through Friday. Occasional evening or weekend hours may be needed. This position is primarily remote; however, it requires occasional in-person meetings. This position is grant-funded and is expected to continue for 18 months. Please note that this position is funded by a grant and is limited in duration based on the availability and length of those funds. It should not be viewed as a permanent appointment.

Pay: \$15.00 per hour. Full-time employment.

Applications should be sent to Micki Ruppert at Micki@wvdii.org. Applications should include a cover letter, a resume, and the names, addresses, emails, and phone numbers of three (3) references. References will not be contacted without the applicant's prior notification.