



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	Technical Assistance Coordinator
Jurisdictional Class:	Competitive
Civil Division:	Mental Health
Adoption:	CSM 2/18/20
Revised:	CSM

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for organizing and engaging county organizations to provide training to reduce opioid-related deaths. Duties include but are not limited to: guiding organizations and encouraging implementation of training to support evidence-based practice efforts within the healing community study. Work is performed under the general supervision of Project Manager and The Cayuga County Director of Community Services. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Support the Project Manager in assessing community priorities, strengths, and needs related to opioid overdose; and facilitate the creation of a community action plan that reflects stakeholder priorities and expertise;
Work with local organizations and stakeholders to facilitate necessary training and technical assistance;
Maintain information on local training resources, including state-level programs, and funding resources;
Develop relationships with local, state and national training resource facilitators;
Handle requests from organizations and leadership for training and coordinate training logistics;
Provide ongoing support and technical assistance to communities to insure fidelity to chosen interventions;
Ability to explain quality improvement methodology and the importance of data collection;
Assist clinical partners and other relevant organizations in the implementing the Opioid-Overdose Reduction Continuum of care Approach (ORCCA) plan;
Develop organizational champions and troubleshoot implementation of the plan at the county level;
Document all training and Technical Assistance (TA) activities conducted in a format developed by the study team and provide reports as requested;
Perform other duties as assigned or as necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good interpersonal skills with the ability to interact professionally and effectively with multiple stakeholders, responsiveness to the stakeholders' needs in a timely fashion is paramount;
Good organizational skills with the capability to handle multiple tasks and/or projects concurrently;
Excellent professional verbal and written communication skills, with the ability to clearly articulate thoughts and ideas;
Good time management skills with the ability to prioritize and schedule daily activities;
Ability to work effectively in a fast-paced and results-driven environment;
Good problem-solving skills with the capacity to look for root causes and implementable, workable solutions;
Ability to work in a fast-paced environment and participate as an independent contributor with little supervision or as an active team member depending on the situation and needs.

MINIMUM QUALIFICATIONS:

- Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Social Science, Social Work, Public Health, Human Services or a related field; **AND**
- Two (2) years of full-time, paid experience relative to the aforementioned fields, with prior experience in the field of addiction and substance use disorders encouraged.