

# Opioid Awareness & Prevention Coordinator

**Salary:** \$27.00-\$32.69/hr

**Type:** Part time- grant funded

**Benefits:** No benefits

**Date Posted:** 5/28/2025

## About Fire

The Salisbury Fire Department strives to ensure the health, safety, and well-being of our community by providing prevention and mitigation of fire and life safety hazards in an effective and efficient manner. Our Core Values are honesty, integrity, teamwork, and a commitment to excellence, knowledge, creativity, respect, and a balanced life.

## Profile

The Opioid Awareness and Prevention Coordinator is responsible for developing, implementing, and evaluating community-based education and outreach initiatives aimed at preventing opioid misuse and overdose. The Coordinator will work collaboratively with local agencies, schools, healthcare providers, and the public to promote awareness, reduce stigma, and support access to prevention and treatment services. They will also manage any associated grants related to opioid awareness and education.

Please note- this position is grant funded and will work through 12/31/2026.

## Education

- High school diploma or GED.

## Experience

- Minimum of 2 years' experience in health outreach, substance abuse prevention, or related work.
- Strong organizational, communication, and presentation skills.
- Ability to work independently and collaboratively in a team and with diverse populations.
- Experience with grant management and reporting.

## Requirements/Certifications

- Valid Class "C" drivers license
- Knowledge of substance use disorder (SUD) prevention, treatment, and recovery

## How to Apply

**1** Visit [salisbury.md/apply](https://salisbury.md/apply)

**2** Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Jobs will be posted for a minimum of 2 weeks.

City of Salisbury, MD  
Classification Description

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Classification Title: Opioid Awareness & Prevention Coordinator-  
—Grade: Part-Time (Grant)  
Department: Fire  
FLSA Status: N/A  
Date: 5/21/25

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**Position Profile:** The Opioid Awareness and Prevention Coordinator is responsible for developing, implementing, and evaluating community-based education and outreach initiatives aimed at preventing opioid misuse and overdose. The Coordinator will work collaboratively with local agencies, schools, healthcare providers, and the public to promote awareness, reduce stigma, and support access to prevention and treatment services. They will also manage any associated grants related to opioid awareness and education.

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#### **Duties and Responsibilities**

**Administrative Planning/Project Management:** Planning, organizing and efficiently handling activities and assignments.

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- Develop and manage opioid prevention and awareness programs targeting youth, families, and high-risk populations.
- Plan and conduct community education events, school presentations, and workshops.

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**Skills Proficiency/Flexible Capability:** Proficient in specific learned abilities that are needed to perform tasks.

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- Effectively communicate with allied agencies to ensure programmatic success.
- Maintain a flexible schedule to allow for attendance at various meetings and programs on days, nights, and weekends.

**Leadership/Asset Builder:** Acts a role model and peer leader among his teammates and colleagues.

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- Coordinate community outreach programs with local health departments, treatment providers, law enforcement, and other stakeholders.
- Organize and lead task forces or coalitions related to substance use prevention.

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**Stewardship/Systems:** Safeguards equipment, supplies and materials.

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- Collect and analyze data to evaluate program effectiveness and recommend improvements, as needed.

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- Maintain accurate records, prepare reports, and assist with grant writing, reporting, and compliance.

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**Development:** Participate in opportunities to earn or maintain professional credentials and certifications.

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**/Staff Development:**

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- Serve as a community liaison and advocate for opioid prevention resources and policies.
- Maintain current and best practices through research and by tracking local/regional opioid trends.

#### **Performance Expectations**

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed.

#### **Hazards & Risks**

- Incumbents may be subjected to communicable diseases, blood borne pathogens or other infectious environments.
- Incumbents may be required to work extended hours including evenings, weekends and holidays.

#### **Education and Experience**

- Minimum of 2 years' experience in health education, community outreach, substance abuse prevention, or related work.
- Strong organizational, communication, and presentation skills.
- Ability to work independently and collaboratively in a team and with diverse populations.
- Knowledge of substance use disorder (SUD) prevention, treatment, and recovery systems.
- Experience with grant management and reporting.

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#### **Required Certifications, Licenses, & Registrations**

- High school diploma or GED.
- Valid Class "C" motor vehicle license of state in which the employee resides.

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### **Knowledge, Skills, & Abilities**

- Knowledge of HIPAA policies and memorandums of understanding with allied health agencies to enable procedures for sharing protected health information and facilitate patient resource access.
- Proficiency in Microsoft Office and data management tools.
- Knowledge of and the ability to understand and follow oral and written directions of the City Employee Handbook and Department Standard Operating Procedures.
- ~~Knowledge of and the ability to understand and follow oral and written directions and all.~~
- ~~City Employee Handbook and Department Standard Operating Procedures.~~
- Ability to deal with the public courteously and effectively as well as maintaining harmonious working relationships with supervisors, co-workers, members, and other City employees.
- Ability to communicate effectively, both orally and in writing.

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### **Physical Requirements**

- Must be able to safely perform the duties of the position without posing a threat to the safety or health of themselves or others.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls.
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine.
- Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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