

**EMCMHC
Job Description**

CLASS TITLE: Project Manager **FLSA:** Non-exempt

DEPARTMENT: Administration **SALARY:** \$48,110/year

ACCOUNTABLE TO: Crisis Coordinator

PRIMARY OBJECTIVE OF POSITION: This person will serve as the temporary full time Regional Opioid Project Manager under the Opioid Education and Naloxone Distribution Program. This person would conduct outreach to 8 southeastern counties and tribes. The goals of the Project Manager is to reduce opioid overdose deaths, increase equitable access to naloxone, increase the number of individuals trained to administer naloxone. The Project Manager would integrate harm reduction philosophies in their region, increase awareness of prevention, harm reduction, treatment, and recovery resources, as well as pilot the effectiveness of using a hub and spoke model for disseminating opioid education and naloxone.

This position is a grant funded, temporary full-time position that will be reapplied for in September 2024.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Conduct outreach to each county and tribe within a region.
- Provide education, communication, and resources across the region.
- Participate in all required trainings, kickoff and closeout meetings.
- Participate in monthly community of practice with other OENDP regional hubs in Montana.
- Develop and implement a project work plan for region.
- Participate in data collection efforts and evaluation.
- Submit financial invoices, progress updates and other reporting as outlined in Table 1.

ESSENTIAL JOB FUNCTIONS:

- Must have ability to communicate orally and in writing, to speak clearly, and possess people skills and have the ability to work with private and government agencies to coordinate services to the individual client and the public
- Physical requirements require prolonged sitting and may require lifting up to 35#'s (greater with assistance);
- Work is performed in an office setting;
- Must possess a valid Montana Operator's License
- Performs related work as required or directed

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Must possess high school diploma, with preference given to Bachelor's level or advanced degree;
- Minimum of three (1) years of professional work experience in project management, finance, business management or related field with managerial experience preferred.

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.