



Umatilla County Public Health

DEPARTMENT: UCo Health

POSITION TITLE: Eastern Oregon PDO Grant Coordinator

JOB SERIES: Grant Coordinator **SALARY RANGE:** 20

GENERAL DESCRIPTION OF POSITION:

The Eastern Oregon Prescription Drug Overdose Prevention (PDO) coordinator will coordinate opioid overdose prevention efforts in Umatilla, Union, Baker and Malheur counties in accordance with Oregon Health Authority (OHA) regional pain guidance programming. The PDO Coordinator will be housed at Umatilla County Public Health in Pendleton, Oregon. Frequent travel to Union, Baker and Malheur counties will be necessary.

SUPERVISORY RELATIONSHIPS:

Works under the direct supervision and assignment of the School Health and Community Wellness Supervisor. Supervision of employees is not a responsibility of this position but may direct and oversee the work of other team members, students, and volunteers.

DUTIES INCLUDE:

- Work with county health officers and the Eastern Oregon Coordinated Care Organization (EOCCO) to convene a regional Pain Guidance Group (PGG) for health care providers. (EE)
- Create mechanisms in four participating counties to increase community input and engagement in activities to reduce opioid prescription abuse. (EE)
- Form an Interdisciplinary Action Team to monitor regional PDO outcomes and prescribing data using the Oregon Opioid Data Dashboard across the four participating counties. (EE)
- Promote provider enrollment in the Oregon Prescription Drug Monitoring Program (PDMP) (EE)
- Partner with the Oregon Coalition for the Responsible Use of Medications (OrCRM) or local medical leadership to host or participate in annual regional pain/opioid summits. (EE)
- Engage local pharmacies in four participating counties and stakeholders on local drug disposal and take-back efforts. (EE)
- Collaborate with UCo Health Wellness team members on prevention and public awareness campaigns. (EE)
- Assist in outreach to hard-to-reach populations to obtain input for health planning activities and in increasing the Division's level of cultural competency as an organization. (EE)

- Submit written plans in a timely manner and in conformance with any authorizing agency requirements; prepare minutes, agendas, memos, correspondence and narrative reports as may be required (EE)
- Actively participate and represent UCo Health goals and services in community coalitions. (EE)
- Participate in occasional after hours or weekend events as needed to include health fairs, community clinics, and public health emergencies. (EE)

OTHERS DUTIES OF POSITION:

- Actively promote the mission of UCo Health (EE)
- Assist in preparation and distribution of health education materials, including pamphlets, reports, films, exhibits, and other audio-visual aids (EE)
- Complete documentation and reports as required by any funding sources (EE)
- Report allegations of abuse, neglect and related incidents according to state and federal guidelines (EE)
- Other duties as assigned (EE)

PROFESSIONAL RELATIONSHIPS:

Establish and maintain collaborative and effective working relationships with UCo Health team members, other County employees, school staff, representatives of other agencies and organizations, and members of the community. (EE)

PROFESSIONAL DEVELOPMENT:

Attend educations and training modules that encourage professional development and enhance continual learning; assist in training and mentoring of co-workers; and maintain regular and consistent attendance. (EE)

ACCREDITATION DUTIES OF POSITION

- Actively participate as an accreditation team member. (EE)
- Maintain a basic knowledge of Quality Improvement based on the Plan-Do-Check-Act (PDCA) model. (EE)
- Actively serve on Quality Improvement teams and/or identify processes for improvement, as assigned. (EE)

REQUIREMENTS FOR POSITION:

- Required - Associate's level degree in health related field
- Preferred- Bachelor's level degree in health related field
- Valid Oregon driver's license with satisfactory driving record
- Bilingual desired
- Ability to work with clients of varying ages, gender, race, ethnicity, religious and social backgrounds
- Ability to work under minimal supervision
- Ability to work flexible and non-standard hours
- Strong communications and public speaking skills

Signature

Date