



CITY OF FRAMINGHAM, MA

July 18, 2024

Position Vacancy

RFP #24-137-01

Position: Prevention and Outreach Specialist

Department: Public Health

Salary Range: M6: \$63,226 – \$67,095

Schedule: Monday, Wednesday
& Thursday 8:30 a.m. to 5:00 p.m.
Tuesday 8:30 a.m. to 7:00 p.m.
Friday 8:30 a.m. to 12:30 p.m.
Hours per week: 37.5
Some evening and weekend hours may be necessary



The City of Framingham is currently a 100% onsite work environment.

- Position will remain open until filled. Priority will be given to those who apply within the first 21 days.
- The City of Framingham's Department of Public Health is located at 188 Concord Street, First Floor, Framingham, and is accessible by the [MBTA Commuter Rail](#) and the [MWRTA](#).
- The City of Framingham offers a robust benefits package and is an eligible employer for the [Federal Student Aid Public Service Loan Forgiveness Program](#).
- We seek to hire a candidate who shares our commitment to Framingham and values civility, collegiality and working in a coordinated team environment to serve the City of Framingham.

The mission of the Framingham Public Health Department is to equitably protect and promote the health of the diverse populations that live, learn, work, and play in the City of Framingham. We seek to support and enhance public health through strong leadership, high quality services, collaboration with diverse local and regional partners, and efforts that advance health equity.

The Public Health Department includes four main service areas: Environmental Health, Community Health, Public Health Nursing & Emergency Preparedness, and Administration.

Position Purpose:

Reporting to the Director of Public Health, the Prevention and Outreach Specialist will direct the work of the City of Framingham's Opioid Task Force, collaborating with Opioid Task Force members, as well as internal and external strategic partners to integrate or amend policy, practice, systems, and environmental conditions in order to address opioid addiction in the community, liaison with support services, and contribute to recovery and harm reduction efforts on behalf of the City of Framingham.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Coordinate and manage all day-to-day activities of the Opioid Task Force, including facilitating Task Force meetings, managing communications to Task Force members, monitoring the group's progress, goals, and objectives
2. Ensure the development and implementation of a strategic plan to disburse the City of

Framingham's Opioid Abatement Funds

3. Inform the Opioid Task Force on evidence-based programming and best practices surrounding the development, implementation and evaluation of programming related to opioid misuse prevention, treatment and recovery.
4. Serve as primary contact for the City's Opioid Settlement Grant recipients, inclusive of ensuring timely reimbursement of grant funds, on-going communication, and oversight of future grant cycles.
5. Responsible for the collaborative development and implementation of a substance misuse prevention plan for the City of Framingham
6. Develop and implement marketing and outreach strategies and materials to increase community awareness of efforts/activities related to the City's disbursement of Opioid Abatement Funds, as well as harm reduction and prevention efforts.
7. Work with community organizations and municipal departments to integrate prevention into education and community programs.
8. Promote and communicate community-wide prevention activities, programs and initiatives, conducting and coordinating community and stakeholder education programs
9. Participate in local, regional and statewide discussions regarding substance use specifically related to reducing opioid misuse and overdoses, as well as other substance use and behavioral health issues affecting the Framingham community.
10. Research, propose and apply for additional funding opportunities, including additional abatement funds.

Qualifications:

- Experience and familiarity with substance-use prevention, treatment, or recovery, specifically in relation to opioids
- Experience coordinating groups/committees, convening meetings, and/or organizing community stakeholders towards achieving a shared goal
- Experience working with diverse populations, including those with lived experience in relation to a substance use disorder.
- Commitment to the role of public health in promoting racial justice and health equity
- Ability to work collaboratively with diverse stakeholders such as law enforcement officials, healthcare providers, municipal leadership, and community organizations
- Excellent oral and written communication skills and experience and comfort giving public presentations
- Bachelor's degree preferred
- **The ability to:**
 - o Operate office equipment
 - o Maintain a high level of confidentiality
 - o Maintain accurate and detailed records.
- **Knowledge of:**
 - o Strategic Prevention Framework (SPF) and principles of community engagement, coalition building, substance abuse prevention theory, public health promotion, youth development, and harm reduction strategies preferred
 - o One of the following credentials:
 - Certified Prevention Specialist (CPS)
 - Alcohol/drug credential

An equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job may be accepted.

Applications demonstrating lived experience with proper knowledge are encouraged.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Little or no physical demands are required to perform work assignments. The employee is frequently required to lift, push or carry objects such as office equipment, personal computers and/or computer monitors. Duties are largely mental rather than physical, but the job may occasionally require the application of hand, eye coordination to perform activities such as operating a personal computer. Visual demands require the employee to routinely read documents and computer screens for general understanding and for analytical purposes.

Supervision Required:

The employee works under the direct supervision of the Director of Public Health.

Supervisory Responsibility:

The employee is not responsible for the supervision of any employees.

Occupational Risk:

Risk exposure is similar to that found in typical office settings.

The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.

The City of Framingham is an Affirmative Action Equal Opportunity Employer.