



Job Title: Community Liaison
Department: OTP
Reports to: OTP Program Director
FLSA Status: Exempt
Salary Grade: \$63,398.40 – \$88,753.60
Location: Eugene-Springfield

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the OTP Program Director, the Community Liaison is responsible for establishing and nurturing positive relationships between the Opioid Treatment Program (OTP) and the community, stakeholders, and partners. The Community Liaison is instrumental in aiding the implementation of the OTP's Community Relations Plan, which involves increasing awareness of the program's services, addressing community concerns and fostering collaborations with diverse organizations to advance program objectives. Moreover, the Community Liaison actively promotes public awareness of the comprehensive healthcare services offered by Coquille Indian Tribe's Health and Wellness Division in Lane County, including participation in outreach efforts like informational booths at Powwows and events tailored to the American Indian and Alaskan Native communities.

ESSENTIAL DUTIES and RESPONSIBILITIES

1. Develop and implement communication strategies to raise awareness about the OTP and its role in addressing opioid use disorder.
2. Create and distribute informational materials, press releases, and other content to media and online platforms.
3. Act as a liaison between the OTP and the community to enhance understanding and trust.
4. Organize community events, workshops, and outreach programs to educate the community about the program's mission and services.
5. Cultivate and manage relationships with organizations, healthcare providers, law enforcement, and other relevant stakeholders.
6. Identify opportunities for collaboration and partnership that align with the program's objectives.
7. Maintain a communication mechanism with community leaders and stakeholders for the purpose of fostering good community relations.
8. Collect and address community feedback and concerns, ensuring the program's responsiveness to needs.
9. Collaborate with program leadership to implement improvements based on community input.
10. Provide education and training to community groups and organizations on topics related to opioid addiction, harm reduction, and available treatment options.
11. Advocate for the program's mission, addressing stigma and misconceptions about opioid use disorder and medication-assisted treatment.

12. Support individuals seeking treatment by providing information, guidance, and referrals.
13. Develop policies and procedures to address and resolve community relations issues that may arise.
14. Ensure that program operations do not adversely affect community life and maintain a balance between community interests and the program's mission.
15. Maintain records of community engagement activities, feedback, and partnerships.
16. Generate reports to measure the impact and effectiveness of community relations initiatives.
17. Develop and maintain a community resource file that is used for appropriate referrals and placement of the individuals served.
18. Reporting on grant outcomes to leadership and project officers
19. Assist OTP Program Director in establishing strategic outreach goals in response to the ongoing opioid crisis.
20. Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by employees. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising, or lowering objects, stooping and occasionally requires lifting up to 25 pounds. Requires occasional standing and walking. Work is generally performed in an office setting. Occasional evening and weekend work are required. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Ability to make decisions independently in accordance with established policy and procedures.
4. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential. Works independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.
5. Ability to work cooperatively with other departments in person and remotely to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.
6. Able to navigate situations as "opportunities" rather than problems or issues.
7. Knowledge of trauma-informed care, particularly within the American Indian/Alaskan Native (AI/AN) population.
8. Knowledge of community structure, values, culture, and language of the population served.

9. Strong interpersonal and communication skills with the ability to provide written or oral reports and evaluations concerning program activities, accomplishments, goals, and objectives.
10. Knowledge/Understanding of underserved communities.
11. Experience in community outreach, public relations, or related roles.
12. Sensitivity to the complexities of addiction and a non-judgmental approach.
13. Ability to work independently and as part of a team.
14. Excellent organizational, time management, analytical and project management skills.
15. Knowledge or familiarity with electronic health record reporting.
16. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
17. Ability to make decisions and exercise professional judgment independently in accordance with established policy and procedures.
18. Ability to develop the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
19. Excellent organization, time management, analytical, problem solving and mathematical skills required.

QUALIFICATIONS

- A. Bachelor's degree in public health, education, marketing or a related field. A combination of education, training and related work experience may be considered.
- B. Two years professional work experience working with, or for, a substance use disorder or opioid treatment program.
- C. Professional experience working with tribal populations and communities preferred.
- D. Effective working knowledge of substance use disorders required.
- E. Experience collaborating with internal staff and community partners in a way that values and elevates all voices throughout the process required.
- F. Demonstrated ability to plan and organize work and complete accurate written reports required.
- G. Proficient computer word processing and communication skills required.

Current and valid Oregon driver's license in good standing with no insurability issues as determined by the Tribe's insurance carrier is required.