



## **Two (2) Positions Available with the Mississippi Public Health Institute (MSPHI)**

The Mississippi Public Health Institute (MSPHI) is a nonprofit organization established in 2011 to help improve the health of Mississippians. MSPHI is seeking two (2) positions to assist in implementing the activities of the Mississippi Targeted Opioid Project (mSTOP), a two-year grant awarded to the Mississippi Department of Mental Health (DMH) by the Substance Abuse and Mental Health Services Administration (SAMHSA) to address the state's opioid crisis. The project is aimed at enhancing prevention and treatment for individuals experiencing or at risk for Opioid Use Disorder (OUD). BADs and mSTOP partners will focus on several counties where OUD is prevalent with special emphasis on high risk populations.

### **Program goals include:**

- Goal 1: Prevent and manage opioid overdose
- Goal 2: Expand the treatment service options and availability for individuals who are misusing or addicted to opioids
- Goal 3: Prevent opioid misuse and abuse
- Goal 4: Use evaluation science and surveillance to improve success

mSTOP will leverage existing resources and programs to maximize project effectiveness. The project will make use of partnerships and collaborations to bridge resources of health care, public health and law enforcement to enhance professionals awareness about prevention and treatment methods, create an environment that facilitates sharing of data and increases the likelihood of sustainability. mSTOP will utilize a data-driven management strategy that continually informs stakeholders.

### **Position descriptions and directions for submitting application follows:**

#### **Position: mSTOP Technical Assistance Coordinator (TAC)**

#### **Duties and Responsibilities:**

The mSTOP Technical Assistance Coordinator (TAC) will serve as a liaison between the Community Mental Health Centers and mSTOP. He/she will provide training and technical assistance to the sub grantees.

Duties include, but are not limited to:

- Assist in developing a Request for Proposal (RFP) for sub-grantee opioid grant funding
- Serve as the subject matter expert on opioid use and abuse for sub grantees
- Develop and provide training on opioid abuse to first responders, medical professionals and community, regional, and state organizations
- Support the Project Director with reports, feedback, and data from sub grantee agencies
- Assist sub grantees with implementing selected evidence-based program(s) for their agency
- Serve as the first point-of-contact for all sub grantee agencies regarding opioid use and abuse
- Other duties as assigned by the Project Director

**Qualifications:** LPC or LMSW; Master’s Degree or higher in Public Health, Pharmacy, Healthcare Administration, Social Services, Health Services, or Surveying and Assessing Health, Social Service Programs or related field.

**Supervisory Relationships:** The Technical Assistance Coordinator (TAC) reports directly to the mSTOP Project Director.

**Skills/ knowledge/Experience:**

The qualifying candidate must possess a thorough understanding of the opioid crisis; the ability to communicate effectively verbally and in writing; the ability to build rapport with individuals, speak in public, strong problem-solving skills, and proficiency in community organization and capacity building. The candidate should have the ability to plan and conduct technical assistance events such as conferences, meetings and program monitoring events. The candidate must also be proficient in Microsoft Office and other software; have the ability to work under limited supervision. Candidate should have demonstrated ability to work effectively in culturally diverse communities. Candidate should have experience in:

- Providing direct care to individuals with SUD
- Learning and disseminating clinical evidence-based therapeutic interventions
- Medication Assisted Treatment practices
- Tracking clinical outcomes
- Working with the target population

**Personal qualities:** The ideal candidate should be a “go-getter”, self-starter and problem-solver. He/she should possess excellent interpersonal skills and the ability to motivate others.

**Amount of travel and other special conditions or requirements:** Moderate travel within the state

**Technical Assistant Coordinator (TAC) Compensation Package**

- Full-time salaried position 40 hours/week
- Salary \$50-\$55K based on experience
- Benefits: sick leave, annual leave, 9 paid holidays
- Retirement contribution

**Note:** Health insurance not currently available.

**Position: mSTOP Outreach Coordinator (OC)**

**Duties and Responsibilities:**

The Outreach Coordinator is responsible for executing state targeted educational outreach and engagement strategies regarding mSTOP. These include: presentations, public speaking, exhibiting at conferences, events, networking meetings, success story writing, media outreach, training, and other outreach strategies as determined.

**Qualifications:** Bachelor’s Degree in public relations, marketing, or related field.

- Strong communication skills, including the ability to write and speak clearly, succinctly, and in a manner that appeals to audiences
- Experience public presentations and trainings
- Detail oriented with the ability to complete deadlines
- Strong computer skills, including database and Internet and intranet proficiency.
- Reliable, regular, and punctual attendance at work during core business hours.
- This position requires day and evening travel throughout the state.

**Supervisory Relationship:** mSTOP Outreach Coordinator will be under the direction of the mSTOP Project Director

**Skills and Knowledge:**

- Work in partnership with DMH and other state agencies, community stakeholders, to engage citizens and organizations in actively working on the opioid crisis.
- Create and produce written materials used for internal and external purposes, including website content. Compose, design, proofread, and edit office and agency publications.
- Maintain database of information, addresses, and contacts to support distribution of written and electronic communication.
- Lead effort to promote mSTOP through creation and maintenance of visual displays.
- Act as an expert resource and spokesperson for mSTOP.
- Act as primary liaison between mSTOP Project Director and state and community programs.
- Perform other duties as required to accomplish objectives of mSTOP.

**Amount of Travel and other Requirements:** Day and evening travel in-state

**Outreach Coordinator (OC) Compensation Package**

- Full-time salaried position 40 hours/week
- Salary \$30-\$35K based on experience
- Benefits: sick leave, annual leave, 9 paid holidays
- Retirement contribution

**Note:** Health insurance not currently available.

**How to apply:**

Individuals interested in applying for these positions may email a current CV and letter of interest to: [support@msphi.org](mailto:support@msphi.org). The applicant may send the email with a request for delivery and read receipt notification, which will serve as confirmation that MSPHI has received the information. MSPHI will only interview applicants that meet the qualifications listed herein.

**Please no phone calls.**

- Candidates will be contacted via email or telephone with a request for an interview.
- The Mississippi Department of Mental Health Bureau of Alcohol and Drug Services shall have the final selection among the top candidates

**Deadline for Submission: Friday, June 2, 2017.**

**MSPHI IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR STATE**