



Thrivng United, Inc.

Recovery Community Organization

Job Description

Naloxone Program Coordinator

Position: Naloxone Program Coordinator

Type: Full-time, Hourly

Location: Thriving United

Objective:

To save lives and improve public health by increasing naloxone availability and distribution in communities at risk. The goal is to reduce opioid overdose deaths by ensuring timely access to naloxone, a life-saving medication. This role focuses on providing naloxone to rural law enforcement and first responders, who are most likely to encounter opioid overdoses and can administer naloxone promptly to reverse respiratory depression. The coordinator will emphasize best practices, assist in ensuring low-barrier access to naloxone, needs-based distribution, and sufficient naloxone supply.

Scope of Work:

- Ensure the timely distribution of naloxone kits to first responders, law enforcement personnel, and community members.
- Provide training on naloxone administration, overdose recognition, and response protocols.
- Collaborate with local organizations, healthcare providers, and community leaders to raise awareness about opioid overdose risks.
- Conduct outreach programs to educate the public about naloxone and its importance for our region.

Responsibilities:

1. Naloxone Distribution:

- Distribute a total of 1,200 Narcan kits to community members, first responders, and law enforcement personnel.
- Ensure each kit contains two doses of intranasal naloxone (4 mg each), instructions on proper administration, and information on recognizing opioid overdose symptoms.

2. Training Sessions:

- Conduct a total of 24 training sessions (12 in-person and 12 virtual if applicable).
- In-Person Training:
 - Train at least 100 participants (if applicable) during each community fair session.
 - Cover topics such as overdose recognition, naloxone administration, and emergency response.
- Virtual Training:
 - Reach at least 50 participants during each online session.
 - Provide interactive webinars with live Q&A sessions.

3. Project Coordination:

- Schedule monthly in-person trainings at community fairs, remembrance walks, and coordinate with community partners.



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- Organize virtual/online trainings such as Lunch and Learn sessions on various dates, ensuring participants have access to necessary technology (computer with Internet access or smartphone with Zoom/Webex capability).
- 4. **Documentation and Reporting:**
 - Maintain accurate records of naloxone distribution, including participant names, contact information, and training completion.
 - Generate monthly reports summarizing the number of kits distributed, training attendance, and any notable feedback or challenges.
 - Prepare and submit quarterly reports to meet grant requirements and ensure compliance.
- 5. **Community Engagement:**
 - Collaborate with local organizations, schools, and community centers to raise awareness about naloxone.
 - Share educational materials, posters, and social media content promoting the importance of naloxone access.
- 6. **Feedback Collection:**
 - Collect feedback from participants regarding the training effectiveness, clarity of instructions, and overall experience.
 - Use feedback to improve future training sessions.

Qualifications:

- Strong understanding of public health principles and opioid overdose prevention.
- Experience in program coordination, community outreach, and public speaking.
- Excellent organizational, communication, and interpersonal skills.
- Ability to work independently and collaboratively with various stakeholders.
- Proficiency in using virtual meeting platforms (Zoom/WebEx) and basic computer applications.
- Must have grant management experience with monthly and quarterly reporting.
- Previous experience in healthcare, law enforcement, or public health is preferred.

Skills:

- Project management: Ability to plan, execute, and oversee projects efficiently.
- Training and education: Experience in delivering training sessions and educational workshops.
- Grant management: Proficiency in managing grant-funded projects, including reporting and compliance.
- Communication: Strong verbal and written communication skills for effective public outreach and collaboration.
- Analytical skills: Ability to analyze data, generate reports, and make informed decisions.
- Interpersonal skills: Strong ability to build relationships and work with diverse groups.
- Technical proficiency: Skilled in using computer applications, virtual meeting platforms, and data management tools.

Thrivng United is an Equal Opportunity Employer. We encourage applications from all qualified individuals.