

**WARREN COUNTY JOB
DESCRIPTION**

**General Assistance
Opioid Prevention Program
Coordinator**

Department	General Assistance/Health Services
Reports to	GA/PH Administrator
Position Number	14/1
Warren County Pay Grade	\$28.10 hr
Benefits	Health Insurance, Dental Insurance, Vision Insurance, IPERS
FLSA Status	Non-Exempt
Supervises Others	Yes
Approved by	Warren County BOS

DEFINITION AND DUTIES:

This is a full-time position that provides coordination, and direct service delivery across two program areas. Under direction of the Board of Supervisors and the Health Services/General Assistance Director the employee will administer and coordinate the General Assistance Program, and Opioid Prevention Program. The coordinator will support and coordinate services to individuals in the community seeking general assistance funding in collaboration with the department head. The coordinator will assist with preparation and monitoring of general assistance budgets and program policies to ensure program compliance with Chapter 3, "General Assistance Program," codified in Code of Ordinances, Iowa Administrative code Chapter 252. Serves as a liaison for the General Assistance program. Additionally, the coordinator will work with the department head to facilitate the use of opioid resettlement funds in a manner consistent with the State of Iowa Opioid Allocation Memorandum of Understanding (MOU). The coordinator will conduct outreach and education initiatives related to Opioid Use Disorder and substance abuse prevention and will provide warm, coordinated ("soft") handoffs to appropriate and available healthcare, treatment, recovery, and social support resources, empowering individuals within the community to achieve optimal health outcomes by addressing barriers to care, improving health literacy, and connecting individuals to needed services and resources.

Essential Functions

General Assistance Program (0.6 FTE)

Under the direction of the Board of Supervisors and the Department Director, the employee will:

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- Administer the Warren County General Assistance Program in compliance with Iowa Administrative Code Chapter 252 and county ordinances.
- Process applications, determine eligibility, and ensure accurate documentation and notification of decisions.
- Create, maintain, and secure General Assistance case records.
- Prepare, reconcile, and monitor General Assistance claims and expenditures.
- Assist with preparation, justification, and monitoring of GA budgets and policies.
- Research funding opportunities and assist with grant identification and oversight.
- Supervise and support program staff as applicable, in accordance with county employment policies.
- Serve as liaison between the county, community partners, and service providers.
- Maintain up-to-date community resource information and assist clients in accessing services.
- Prepare reports and provide updates to the General Assistance Director and Board of Supervisors.
- Attend meetings, trainings, and educational opportunities to remain current with program requirements.
- Perform other duties as assigned.

Opioid Prevention Program (0.4 FTE)

As part of the Warren County Opioid Prevention program, the employee will:

- Conduct outreach, education, and engagement related to Opioid Use Disorder (OUD).
- Establish and maintain relationships with community members, providers, and partner agencies.
- Identify community needs and gaps in treatment and prevention services.
- Link individuals impacted by substance use disorder to health navigators and appropriate resources that may include treatment, recovery, and support services.
- Facilitate group education programs and disseminate prevention and awareness materials.
- Participate in data collection, analysis, tracking, and reporting.
- Provide regular reports and updates to the department head, Board of Supervisors and Board of Health.
- Maintain accurate records of outreach activities, resources, and program outcomes.
- Participate in ongoing training related to substance use disorders, prevention strategies, and effective outreach methods.
- Assist with program reporting, budget tracking and program compliance as necessary.
- Attend meetings, trainings, and educational opportunities to remain current with program requirements.
- Perform other duties as assigned.

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Knowledge of:

- Knowledge of county, state, and federal laws governing General Assistance programs.
- Understanding of opioid use disorder, recovery pathways, and overdose prevention.
- Knowledge of community health programs, social service networks, and chronic disease prevention strategies.
- Ability to interact effectively with diverse populations.
- Strong written and verbal communication skills.
- Ability to maintain accurate records, utilize databases, and prepare reports.
- Ability to establish and maintain effective working relationships with community partners and county staff.
- Strong customer service orientation and professionalism.
- Ability to maintain confidentiality and handle sensitive information.
- Proficiency with Microsoft Office applications.
- Bilingual / bicultural Spanish preferred.
- Valid driver's license required.

Education, Skills and Experience

- Graduation from high school or equivalent and experience in a similar position or combination of education and experience. Bachelor's Degree in human services or related field preferred.
- Two years of clerical or customer service experience.
- A combination of education and relevant experience will be considered.
- Knowledgeable of resource agencies available within the community, which can provide social, financial, and related resource assistance.
- Experience in an office environment.
- Experience in government or social services is preferred but not required
- Must have strong customer orientation skills.
- Demonstrates adaptability to performing a variety of duties, regularly changing from one task to another of a different nature without loss of efficiency or composure.
- Competent computer skills, including but not limited to Microsoft Word and Excel.
- The ability to present ideas effectively, in both oral and written form.
- Strong critical thinking and problem-solving skills.
- Excellent interpersonal and communication skills with other employees/departments/offices within Warren County.
- Must be a positive representative of the Community Services Department and Warren County and a strong team player.

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Physical Demands and Work Environment:

The physical demands and work environment characteristics 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 essential functions.

Physical demands: While performing duties of this job, the employee is required to sit and/or stand for long periods of time. Must have the ability to lift, pull, push, and/or move up to 15 pounds.

Work environment: The noise level in the work environment is minimal. While performing the duties required of this position, the employee is occasionally subject to a mentally stressful environment; however, the likelihood of bodily injury or similar occupational hazard is slight. Must have physical and mental stamina and be able to perform successfully under time-limited pressure.

General Sign off: The employee is expected to adhere to the values as established by Warren County Board of Supervisors and represent Warren County in a positive, professional manner.

I have read and understand this job description and I can perform the duties of this position with or without reasonable accommodations.

Signature: _____ **Date:** _____