



Human Resources

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DATE: January 20, 2021

TO: Civil Service Board

FROM: Laura Dahl
Human Resources Generalist

SUBJECT: New Job Classification of Opioid Program Specialist

RECOMMENDATION:

APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF OPIOID PROGRAM SPECIALIST.

Background Information

The Police Department would like to add this new Opioid Program Specialist role to their grant-funded Opioid Team. This new classification would perform case management, community outreach, and service as a lead to the other Opioid Technicians.

Outline of Duties

The City of Duluth Police Department's Lake Superior Drug and Violent Crime Task Force (LSDVCTF) is a multi-jurisdictional unit, comprised of both sworn and non-sworn members from 18 law enforcement agencies, that investigates individuals and organizations involved in drug trafficking, illegal firearms acts, and human trafficking. The Opioid Program Specialist will be embedded in the Duluth Police Department and will work with the LSDVCTF agencies to enhance victim response and community educational outreach related to heroin and opioid misuse. The Opioid Program Specialist will work under the direct supervision of the LSDVCTF Commander and will assign caseload work to the Opioid Program Technician classification.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the new job classification and description for Opioid Program Specialist.

OPIOID PROGRAM SPECIALIST

SUMMARY/PURPOSE

The City of Duluth Police Departments Lake Superior Drug and Violent Crime Task Force (LSDVCTF) is a multi-jurisdictional unit comprised of both sworn and non-sworn members from eighteen-law enforcement agencies that investigates individuals and organizations involved in drug trafficking, illegal firearms acts and human trafficking. The Opioid Program Specialist will be embedded in the Duluth Police Department and will work with the LSDVCTF agencies to enhance victim response and community educational outreach related to heroin and opioid misuse. The Opioid Program Specialist will work under the direct supervision of the LSDVCTF Commander and will assign caseload work to the Opioid Program Technician classification.

DISTINGUISHING FEATURES OF THE CLASS

Employees at this level are distinguished from the Opioid Program Technician level by the advanced performance in case management and outreach work. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Manage incoming work and assign caseloads to the Opioid Program Technician.
2. Facilitate weekly meetings to increase communication and ensure caseloads are manageable and assist with any questions or training needs.
3. Purchase naloxone kits for LSDVCTF member agency law enforcement personnel and first responders in Saint Louis County, MN.
4. Distribute naloxone kits to LSDVCTF member agencies.
5. Maintain current naloxone kit inventories within LSDVCTF member agencies.
6. Train law enforcement personnel and first responders in the use of naloxone kits.
7. Follow up on all overdose calls within Saint Louis County and make contact with overdose victims to provide service related options and referrals.
8. Interview apprehended and identified opioid abusers along with other parties involved and review relevant material including medical and criminal records.
9. Screen individuals who have been determined by a physician to be at risk of harming themselves or others through chemical dependency.
10. Refer individuals to appropriate treatment services or court for further intervention.
11. Schedule chemical health assessments from phone calls and walk-ins requesting a chemical health assessment.
12. Take appropriate information from individuals or referral sources to establish a chemical health assessment appointment within mandated state guidelines.
13. Assess individuals to identify level of chemical abuse or presence of chemical dependency using Minnesota Chemical Health Assessment and treatment Eligibility Treatment Guidelines (Rule 25).
14. Discuss viable options with clients to best address current service needs based on the outcome of the Rule 25 assessment.
15. Work with the Saint Louis County Department of Health and Human Services Division to assess an individual's financial eligibility to receive Consolidated Chemical Dependency Treatment Fund (CCDTF) support for chemical treatment.
16. Find and place individuals in the most appropriate treatment program using state assessment and funding criteria for assessing an individual's unique circumstances.
17. Work collaboratively with individuals, treatment providers, and other relevant entities to coordinate discharge and/or aftercare plans to provide community support for the individual returning to the community to address presenting chemical health needs.

18. Prepare relevant material for outreach presentations.
19. Schedule, coordinate, and deliver community outreach presentations about the dangers of opioid misuse.
20. Must attend regular Comprehensive Opioid Stimulant Substance Abuse Program (COSSAP) Grant weekly meetings.
21. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
22. Provide input on decisions regarding the hiring and discipline of personnel.
23. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
24. Other duties as assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Two (2) years of verifiable experience as an Opioid Program Technician or Peer Recovery Specialist.
2. License Requirements
 - A. Possession of a valid Minnesota Driver's license.
3. Knowledge Requirements
 - A. Knowledge of personal computer hardware and software configuration and use of software programs in the development and presentation of information.
 - B. Knowledge of proper methods and procedures for receiving and storing naloxone kits.
 - C. Knowledge of the proper handling of naloxone kits.
 - D. Knowledge of Minnesota Chemical Health Assessment and treatment Eligibility Treatment Guidelines (Rule 25).
 - E. Knowledge of law enforcement record keeping procedures and requirements.
 - F. Knowledge of basic interviewing techniques.
4. Skill Requirements
 - A. Skill in effective communication, both orally and in writing.
 - B. Skill in the use of office equipment, including computers, fax, copier, etc.
 - C. Skill in interpreting and applying federal, state, and local policies, procedures, laws, and regulations.
 - D. Skill in utilizing discretion in the handling and disclosure of confidential information.
 - E. Skill in organizing and setting priorities for a variety of projects and tasks in an effective and efficient manner to ensure meeting of deadlines.
 - F. Providing effective training to others.
5. Ability Requirements
 - A. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
 - B. Ability to use good judgment in decision-making.
 - C. Exhibit leadership qualities of dependability and accountability.
 - D. Ability to develop and maintain effective working relationships with the public, other agencies, and coworkers.

- E. Ability to use initiative and independent judgment within established policies and procedural guidelines and exercise discretion in the absence of specific instructions.
 - F. Ability to adapt to changing technologies and learn functionality of new equipment and systems.
 - G. Ability to maintain confidentiality.
 - H. Ability to read and comprehend instructions, correspondence, and memos.
 - I. Ability to prepare routine reports and correspondence.
 - J. Ability to show keen attention to detail in all aspects of the job.
 - K. Ability to use and demonstrate accounting and technology skills.
 - L. Ability to work with computer systems related to the management of evidence.
 - M. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
6. Physical Ability Requirements
- A. Ability to walk, stand, stoop, stretch, reach overhead and under confined spaces.
 - B. Ability to lift and carry a variety of items weighing up to 40 pounds, including supplies, equipment, and packaged evidence that can include large and bulky items.
 - C. Ability to climb ladders.
 - D. Ability to operate a computer keyboard.
 - E. Ability to work overtime on occasion.
 - F. Exposure to hazardous waste, chemicals, narcotics, dangerous drugs, and blood-borne pathogens are likely.
 - G. Ability to talk and hear to exchange information.
 - H. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
 - I. Ability to attend work on a regular basis.

HR: LD	Union: Basic	EEOC:	CSB:	Class No:
WC:	Pay:	EEOF:	CC:	Resolution: