

**City of Northampton Health Department**  
**DART Coordinator**  
**Full-Time Program Co-Coordinator**

The DART (Drug Addiction Recovery Team) Coordinator, working under the direction of the Director of Prevention, is responsible for the coordination of DART, a regional prevention program that works to respond and address risks related to substance use, opioid fatal and non-fatal overdoses within communities and individuals impacted, families, employers, and substance use grief and loss.

**About the DART Program:** Drug Addiction and Recovery Teams prevent opioid overdose and other substance misuse through personal connection, harm reduction, referral to treatment resources, family support and access to grief and loss outreach.

**Detailed Statement of Duties and Responsibilities:**

As the lead municipality and fiscal agent, the City of Northampton is responsible for hiring a Program Coordinator who will assist in the coordination of DART.

- Lead in coordinating key partners in implementing overdose response teams. Maintain and improve existing DART team training, and modify or add to existing training as needed. This includes periodic in-person training, as well as self-guided training hosted on an online training platform.
- Continually assess compliance of DART with program protocols and work with partners to identify areas in need of revision.
- Oversee development and implementation of subcontracts with community partners.
- Work with the database implementation coordinator to monitor data collection, and fidelity to program goals. Support evolution and advancement of program data infrastructure.
- Coordinate overdose prevention, harm reduction, and recovery support strategies and regional activities and events in collaboration with grant advisory council.
- Assist in the development and implementation of assessment and evaluation tools as needed.
- Provides leadership in grant writing and grant administration duties including producing grant objectives, meeting deliverables, assisting in quarterly reports, writing meeting minutes, scheduling meetings, and other coordinating duties as required.
- Participate in regular meetings of the NHD prevention team.
- Utilize the strategic prevention framework to assist in coordinating all projects.
- Maintain, in partnership with co-coordinator, the program website, newsletter, and social media platforms.
- Coordinate with existing community partners and engage new stakeholders.
- Represent DART at community meetings, presentations, or events.
- Provide technical assistance for grant funded initiatives.
- Program management, supervision, and daily monitoring that will on occasion take place outside of regular business hours.

**Minimum Qualifications:**

Bachelor's degree in Public Health, Social Work or related Human Services field with at least 1 year in substance use disorder, overdose prevention, or public health/public safety partnerships preferred. Associates degree with a minimum of 3 years' experience in substance use disorder will be considered. Valid MA driver's license required.

**Preferred Qualifications:**

- Excellent oral and written communication skills. Skilled in meeting facilitation and coordination. Computer skills including Word, Excel, Outlook, Survey Monkey, Google Apps and PowerPoint. Facility with social media, including Twitter and Facebook.
- Experience in creating quantitative and qualitative data collection tools and an ability to analyze statistical information.
- Skilled in coalition building, strategic planning, and program evaluation.
- Maintain accurate records and generate reports.

- Hold an understanding of health promotion, harm reduction, and health literacy.
- Must be able to positively communicate orally and in writing to funders and key stakeholders- such as law enforcement, social service agencies, healthcare, addictions treatment, public health entities, and municipal leaders or other government entities.
- Self-driven and able to work in a fast-paced environment.
- Willingness to think creatively to overcome project challenges.
- Ability to travel throughout Hampden County, and to Hampshire County, with occasional statewide or national travel.
- Some evenings and weekends required.

**Salary:** Salary to commensurate with experience; Anticipated salary Range \$57,000 – 64,000 plus benefits

**To Apply: Applications must be received by May 4<sup>th</sup>, 2022** Email [kconstantine@northamptonma.gov](mailto:kconstantine@northamptonma.gov) or mail to Northampton Health Department 212 Main Street, Northampton, MA 01060