



Job Posting: Civilian Opioid Coordinator

Position Overview

The Easley Police Department (EPD) is seeking a dedicated and experienced professional to serve as a **Civilian Opioid Coordinator**. This position plays a critical leadership role in strengthening community-based opioid abatement efforts and expanding prevention, treatment, and recovery partnerships throughout the Upstate region.

The Opioid Coordinator serves as a civilian liaison between law enforcement, community partners, nonprofit organizations, and individuals impacted by substance use disorders (SUDs). This role is fully dedicated to opioid abatement initiatives and focuses on program oversight, community engagement, data tracking, and grant coordination.

Essential Functions

Program Administration & Compliance

- Manage opioid settlement (SCORF) funding, including tracking expenditures and ensuring compliance with reporting requirements.
- Maintain accurate program data, performance metrics, and outcome documentation.
- Prepare required reports for funding agencies and department leadership.
- Support development and implementation of operational systems for the Opioid Abatement Team.

Community Outreach & Prevention

- Serve as a civilian point of contact for individuals and families affected by substance use disorders.
- Participate in community outreach events, educational initiatives, and prevention programming.
- Connect individuals with appropriate prevention, treatment, and recovery resources.
- Collaborate with prevention officers and department personnel to identify individuals and families in need of follow-up services.

Partnership & Collaboration

- Develop and maintain professional relationships with community organizations focused on substance use prevention, treatment, and recovery.
- Coordinate and facilitate four (4) annual stakeholder meetings with community partners.
- Identify service gaps and promote collaborative strategies to increase community impact.
- Work closely with organizations including:
 - Faces and Voices of Recovery
 - Behavioral Health Services of Pickens County
 - Easley Comprehensive Treatment Center
 - Additional prevention, treatment, and recovery-focused partners.

Grant Support & Community Capacity Building

- Assist nonprofit organizations in identifying and pursuing opioid-related grant opportunities.
- Provide guidance and support in grant writing and funding applications.
- Support efforts to increase external funding secured by community partners.
- Track measurable return-on-investment outcomes related to community funding growth.

Preferred Qualifications

- Bachelor's degree in Public Health, Social Work, Psychology, Criminal Justice, Public Administration, or a related field.
- Professional experience in Substance Use Disorder (SUD) prevention, opioid abatement, behavioral health, addiction services, or recovery support.
- Experience in prevention programming, harm reduction strategies, treatment coordination, or case management.
- Grant writing or grant management experience.
- Familiarity with opioid settlement funding guidelines and reporting standards.
- Experience working with vulnerable populations and individuals in crisis.
- Established relationships within the local prevention, treatment, or recovery community preferred.

Knowledge, Skills, and Abilities

- Knowledge of current trends in opioid misuse, prevention science, and recovery-oriented systems of care.

- Understanding of trauma-informed and community-based intervention approaches.
 - Strong organizational, analytical, and data management skills.
 - Excellent interpersonal and communication skills.
 - Ability to build trust across diverse populations.
 - Ability to work independently while collaborating across agencies.
 - Professional discretion and commitment to confidentiality.
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Performance Expectations

- Facilitate four (4) community partner meetings annually with a target of 70% participation among identified organizations.
- Maintain accurate and timely funding compliance and reporting documentation.
- Demonstrate measurable support of community organizations in securing external grant funding.
- Strengthen collaborative efforts that expand prevention, treatment, and recovery access within the community.