



## **Request for Qualifications**

### ***Outreach Coordinator for the Mississippi State Targeted Opioid (mSTOP) Project***

**Contact: Toni Johnson  
MS Department of Mental Health  
239 North Lamar St.  
Jackson, MS 39201  
601-359-1288  
[toni.johnson@dmh.ms.gov](mailto:toni.johnson@dmh.ms.gov)  
Date: February 23, 2018**

## **Introduction**

The Mississippi Department of Mental Health (DMH) certifies, provides and/or financially supports a network of services for people with mental illness, intellectual/developmental disabilities, substance use disorders and/or other dementia. It is DMH's goal to improve the lives of Mississippians by supporting a better tomorrow...one person at a time.

The contract worker position for the Outreach Coordinator for the MS State Targeted Opioid (mSTOP) project is housed within DMH's Bureau of Alcohol and Drug Services (BADS). BADS is responsible for the administration of state and federal funds utilized in the prevention, treatment, and rehabilitation of people with substance abuse problems. The overall goal of the State's substance abuse service system is to provide a continuum of community-based, accessible services that include prevention, outpatient services, detoxification, primary and transitional residential treatment, inpatient treatment, and recovery support.

## **Deadlines/Timelines**

Contract Worker RFQ Issue Date	Friday, February 23, 2018
Resume Submission Deadline	Friday, March 9, 2018 at 5:00 p.m. CST
Interview Dates	Friday, March 16, 2018
Selection Completed	Friday, March 23, 2018

## **Submissions/How to Apply**

To apply for this position, please submit your resume to Toni Johnson via email at [toni.johnson@dmh.ms.gov](mailto:toni.johnson@dmh.ms.gov) by 5:00 P.M. CST on Friday, March 9, 2018. Resumes received after this date and time will not be considered for this position.

The resume should describe your education and prior work history, including all relevant work experience. The resume should include the name and current contact information of at least three references, preferable references familiar with your job skills. The resume should include your current contact information (address, email and phone number).

## **Characteristics of Work**

This a contractual position through the Mississippi Department of Mental Health (MDMH), hereafter referred to as "Agency," in which the applicant agrees to perform duties to support the outreach activities of the mSTOP project under the direct supervision of the mSTOP Project Director. The mSTOP Outreach Coordinator will serve as the primary contact for all naloxone training and distribution as offered under the project scope of services. The mSTOP Outreach Coordinator will coordinate all aspects of the project's statewide Opioid Town Hall meetings. The mSTOP Outreach Coordinator will be the primary lead on all media engagement and awareness campaign activities related to the project. The mSTOP Outreach Coordinator will be the primary contact between the project team and all recovery community organizations, peer support, and family advocacy groups across the state.

## **Examples of Work**

*Examples of work performed in this position include, but are not limited, the following:*

- Ensuring that all mSTOP outreach goals are achieved under the supervision of the Project Director
- Executing state targeted educational outreach and engagement strategies regarding mSTOP.
- Managing the purchasing and inventory process for all naloxone requests, and conducting the related training presentations and distribution of naloxone to law enforcement and first responders
- Providing/facilitating naloxone training as requested by groups other than law enforcement and first responders
- Leading the scheduling, presentation development, and implementation of all Opioid Town Hall meetings
- Communicating all project-related activities to stakeholders both within DMH and at partner agencies
- Developing personal relationships with all media outlets for promotion of mSTOP activities
- Serving as primary liaison between mSTOP project and contracted media firm on all project-related activities including website development and maintenance, social media content, television and radio spots, creation of opioid campaign awareness print material, solicitation of recovery success stories, and all other media activities
- Engaging recovery community organizations, peer support networks, and family advocacy groups across the state
- Coordinating all public speaking, exhibiting at conferences, events, networking meetings, success story writing, media outreach, training, and other outreach strategies as determined
- Other job duties as assigned by the mSTOP Project Director, State Opioid Treatment Authority Director, and the Bureau of Alcohol and Drug Services Director

## **Minimum Qualifications**

### **Education:**

A Bachelor's Degree from an accredited four-year college or university in a mental health related field;

### **Work Experience:**

- A minimum of two (2) years continuous recovery from substance use
- This position requires up to 75% day and evening travel throughout the state on short notice
- Existing relationships with media contacts including television and radio staff
- Thorough knowledge of opioid crisis, current statewide strategies and policy proposals, opioid use disorder treatment options, and naloxone overdose prevention
- Experience leading media relations campaign involving multiple state agencies

- Strong communication skills, including the ability to write and speak clearly, succinctly, and in a manner that appeals to audiences
- Experience in public speaking, training events
- Experience interacting with law enforcement, government officials, state agency leaders, and mobilizing recovery community and family advocacy organizations
- Detail oriented with the ability to complete deadlines
- Reliable, regular, and punctual attendance at work during core business hours.
- The candidate must have strong computer skills and also be proficient in Microsoft Office and other software; the ability to maintain files, records, and reports; multi-task efficiently; and work under limited supervision.

### **Compensation and Hours Worked**

The agency agrees that total contract compensation will be at a rate of up to \$24.00 per hour not to exceed an average of 32 hours per week for the 12-month contract period. The Contract Worker is subject to the proper withholding of state and federal income taxes and social security.

### **Selection Process**

- The hiring department’s representative will review all resumes which contain the required information and are submitted within the stated timeline. The hiring department representative will select the most qualified candidates for the interview based on the required educational experience and work experience. After the interviews have been completed, the representative will select the top candidate for employment.
- All new employees of the Department of Mental Health are required to submit to a drug test. Persons found to be under the influence of alcohol or found to have used illegal drugs may be refused employment. In addition, employees are required to submit to fingerprinting and a background check. The nature and gravity of criminal offences may result in denied employment.

### **Evaluation Criteria**

The following evaluation criteria will be utilized (100 point scale):

- Required educational experience – up to 30 points
- Required work experience – up to 50 points
- Examples of relevant work – up to 20 points

### **Contract Dates**

The start date for this contract is estimated to be May 1, 2018 with an end date of April 30, 2019.

*End of Page*