



Request for Qualifications

Outreach Coordinator for the Mississippi State Opioid Response (SOR) Project

**Contact: Toni Johnson
MS Department of Mental Health
239 North Lamar St.
Jackson, MS 39201
601-359-1288
toni.johnson@dmh.ms.gov
Date: March 8, 2019**

Introduction

The Mississippi Department of Mental Health (MDMH) 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.

In April 2017, MDMH received a State Targeted Response to the Opioid Crisis (STR) grant received from the U.S. Department of Health and Human Services. One of the many successes from STR grant has been the development of Stand Up, Mississippi, a statewide initiative to end the opioid crisis and inspire all Mississippians to work together to create a stronger and healthier future. In September 2018, DMH was awarded the State Opioid Response (SOR) grant from the Substance Abuse and Mental Health Services Administration (SAMHSA) as a follow up to the STR grant. The programmatic goals of the grant are managed in the Bureau of Behavioral Health Services (BHS-AS) and the outreach initiatives will be managed in the DMH's Bureau of Outreach and Planning (BOP).

The contract worker position for the Outreach Coordinator for the SOR project is housed within the BOP. The BOP is responsible for the agency's strategic planning process including the MDMH Strategic Plan and the Legislative Budget Office Five Year Plan. The Bureau also oversees internal and external communications, public awareness campaigns, external trainings, suicide prevention, and a variety of special projects.

Deadlines/Timelines

Contract Worker RFQ Issue Date	Friday, March 8, 2019
Resume Submission Deadline	March 29, 2019
Interview Dates	April 3, 2019
Selection Completed	April 12, 2019

Submissions/How to Apply

To apply for this position, please submit your resume to Toni Johnson via email at toni.johnson@dmh.ms.gov by 10:00 A.M. CST on March 29, 2019. 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 SOR project under the direct supervision of the BOP’s Director of Outreach and Training and the SOR Project Director. The SOR Outreach Coordinator will serve as the primary contact for all outreach and engagement strategies for the Stand Up, Mississippi campaign. The SOR Outreach Coordinator will be the primary lead on all media engagement and awareness campaign activities related to the project.

Examples of Work

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

- Ensuring that all SOR outreach goals are achieved under the supervision of the BOP’s Director of Outreach and Training and the SOR Project Director
- Executing state targeted educational outreach and engagement strategies regarding SOR
- 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 any Opioid Awareness Campaign presentations
- Communicating all project-related activities to stakeholders both within DMH and at partner agencies
- Developing personal relationships with all media outlets for promotion of SOR activities
- Serving as primary liaison between SOR project and contracted media firm on all project-related activities including website 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
- Traveling day and overnight throughout the state, potentially on short notice to provide training, presentations, and other outreach strategies as determined
- Other job duties as assigned by DMH Chief of Staff, the BOP’s Director of Outreach and Training, SOR Project Director, and the Bureau of Behavioral Health Services Director.

Minimum Qualifications

Education:

A Bachelor’s Degree from an accredited four-year college or university.

Experience:

- Existing relationships with media contacts including television and radio staff
- Thorough knowledge of the 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 \$26.00 per hour not to exceed an average of 32 hours per week for the 16-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, 2019 with an end date of September 29, 2020.

End of Page