

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

In City Council

ORDINANCE

An Ordinance creating one (1) new position and salary of Youth Outreach Specialist at the Health and Human Services Department.

The City Council, by virtue of the Massachusetts General Laws, Chapter 43, Section 105, has the authority to create and/or delete positions.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LOWELL, as follows:

The Code of Ordinances City of Lowell, Massachusetts, hereinafter called the "Code" adopted by the City Council on December 23, 2008, as amended, is hereby further amended as follows:

1. The following position and salary is created at the Health and Human Services Department:

One (1) Full Time, Youth Outreach Specialist
Ordinance, Non-Union
Salary - \$47,373.04 (min) to \$55,537.56 (max)
(35 hours/wk)

The above position and salary created by this Ordinance shall be filled only when the necessary grant funds for said position have been appropriated and said position and salary shall be eliminated when said grant funds are no longer available.

2. All provisions of the Code of the City of Lowell, as amended, which are not inconsistent with this Ordinance shall continue in effect, but all provisions of said Code inconsistent herewith are repealed.

3. This Ordinance shall take effect upon its passage in accordance with the provisions of Chapter 43 and 40A of the General Laws of the Commonwealth of Massachusetts.

APPROVED AS TO FORM:

A handwritten signature in black ink, appearing to read "Christine P. O'Connor", written over a horizontal line.

Christine P. O'Connor
City Solicitor

Ordinance/personnel/healthandhumanserv/youthoutreachspecialist

CITY OF LOWELL
Job Description
Post:
Deadline:
Health and Human Services
YOUTH OUTREACH SPECIALIST

Job Title: Youth Outreach Specialist
Department: Health and Human Services
Reports to: Lowell CO-OP Supervisor
Union Status: Ordinance, Non-union
Salary: \$47,373.04 (min) to \$55,537.56 (max) annually – DH07
Grant Funded (Comprehensive Opioid Abuse Program)
Hours: 35 hours per week; Monday – Friday 8-4pm; occasional evenings and weekends may be required.

Summary:

The Youth Outreach Specialist works as the point person for youth-related matters on the Lowell Community Opioid Outreach Program (CO-OP). This position works to identify and build relationships with youth service providers in the City of Lowell. Utilizing these relationships, the Youth Outreach Specialist will be tasked to identify youth within the City to assist in coordinated case management of youth affected by the opioid crisis and ensuring that youth affected are connected to necessary services.

Essential Duties and Responsibilities include the following:

- Work as part of the Lowell CO-OP team;
- Identify and build relationships with the Department of Children and Families, local schools, youth serving agencies, and other community organizations;
- Work with various agencies to identify youth affected by the opioid crisis and identify youth that may have been present during a family members overdose;
- Participate in outreach activities as a member of the Lowell CO-OP team to engage the community and the immediate population;
- Refer youth to therapeutic and supportive services as necessary and agreed upon by consenting family;
- After an information sharing consent form has been signed by a parent/guardian of a child, work with school nurses and collateral providers to help youth;
- Explore opportunities for youth affected by the opioid crisis to attend camp/recreational activities designed specifically for youth facing challenges associated with family member's substance use disorder;
- Utilize IntakeQ to track various data sets and document daily notes;
- Work closely with grant management staff from the Lowell Police Department on quarterly reports;
- Attend various monthly partner meetings, such as Lowell Youth Development Collaborative (LYDC) meetings, to discuss general successes/challenges, trends, and how partners might be able to assist;
- Engage in outreach education and conduct formal presentations with schools and youth serving agencies specific to substance use and substance use disorder impact youth;

- Work with the Health Department's outreach staff regarding prevention strategies for youth;
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to network and build relationships with community providers and referring agencies;
- Understanding of and ability to implement harm reduction and relapse prevention strategies;
- Understanding of the cultural basis of one's beliefs, behaviors, and attitudes that challenge recovery efforts and contribute to ongoing risk for relapse and overdose;
- Ability to maintain records in compliance with HIPAA regulations, agency policies, procedures, and grant requirements;
- Ability to work collaboratively with Lowell CO-OP team members, community partners, and referring agencies on behalf of clients and the employer;
- Strong interpersonal skills.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS:

The position requires education, experience, and/or working knowledge of behavioral health and substance use disorder. Strong communication skills (verbal and written) are essential. US Citizenship or authorization to work in the United States as defined by the Immigration Reform Act of 1986. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Satisfactory CORI report will be required.

Education and/or Experience

(a) Bachelor's Degree in Psychology, Sociology, Human Resources, Mental Health, Social Work, Public Health, or other Human Service curriculum and 3-5 years of experience in the field preferred; or

(b) Master's Degree in Psychology, Sociology, Human Resources, Mental Health, Social Work, Public Health, or other Human Service curriculum and 1-2 years of experience in the field; or

(c) Satisfactory equivalent combination of the foregoing education, training, and experience (will also consider pending licensure and need for clinical hours/experience, prior case management or prior clinical experience).

Experience working with diverse community members and demonstrated knowledge of prevention, intervention, and enforcement strategies preferred. Experience working with community coalition building and large group facilitation preferred. Bilingual skills are a plus.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to subordinates in clear, understandable means.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals should send application/resume and cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 – City Hall, Lowell, MA 01852. Deadline, 4PM April 17, 2019. Applicant may also send application/resume and cover letter to fax 978-446-7102 or email to cityjobs@lowellma.gov.

EOE/AA/504 EMPLOYER

JoAnn Keegan
Interim Director of Health & Human Services
978.674.1050

MEMORANDUM

TO: Eileen Donoghue, City Manager
FROM: JoAnn Keegan, Interim Director, Health and Human Services
Maryann Ballotta, Public Safety Research and Planning Director, Lowell
Police Department
DATE: January 24, 2020
SUBJECT: Youth Outreach Specialist

The Lowell Police Department received funding via the 2019 Comprehensive Opioid Abuse Program grant, effective October 1st, 2019, specifically for the Lowell Community Opioid Outreach Program (CO-OP). Written into the grant funding was the creation of a Youth Outreach Specialist position. The Youth Outreach Specialist will be housed within the Lowell Health Department and report directly to the Lowell CO-OP Supervisor. The Youth Outreach Specialist will be the point person on the Lowell CO-OP for all youth-related matters, including assisting in coordinated case management of youth affected by the opioid crisis and ensuring that youth affected are connected to necessary services. The Youth Outreach Specialist will work to identify and build relationships with youth service providers in the City of Lowell. In addition, the Youth Outreach Specialist will be available to provide education to schools, youth serving agencies, parents, and youth in general about the impact of substance use and substance use disorder.

The Youth Outreach Specialist is a unique addition to the Lowell CO-OP that will allow the program to provide education and supportive services to a wider population than the Lowell CO-OP is currently reaching.

We are respectfully requesting approval to move forward with the creation of the Youth Outreach Specialist position and the subsequent hiring of the most qualified candidate. This position is a 35 hours/week, ordinance position, with a salary range of \$47,373.04 (min) to \$55,537.56 (max).

Thank you,



JoAnn Keegan
Interim Director, Health and Human Services