



## Division of Public and Behavioral Health

### Employment Job Description

Nevada Overdose to Action (OD2A) Health Resource Analyst

Pay Range: \$45,601.00 - \$67,286.00

#### General Description

The Bureau of Behavioral Health Wellness and Prevention (BBHWP) is hiring for Nevada's Overdose to Action (OD2A) Health Resource Analyst. This position will be responsible for overseeing the transition of the OD2A Program into the BBHWP. The position will work with the Office of Analytics (OOA) to assist with program development, coordination, implementation, and evaluation. The position will collaborate with community partners and other State agencies to ensure effective programming is developed and monitored appropriately. The position will work to ensure that gaps in service delivery are addressed, and outreach activities occur as needed. The OD2A Program Health Resource Analyst Coordinator will lead efforts to engage with community partners and will serve as the subject matter expert on OD2A deliverables, objectives, and initiatives.

#### Responsibilities and Standards

- Serve as the coordinator for the OD2A program as it moves from the University of Nevada Reno (UNR) to the Bureau of Behavioral Health, Wellness, and Prevention (BBHWP);
- Oversee and manage subaward/s;
- Work with designated fiscal staff and assist with budget development for the program;
- Provide programmatic and fiscal oversight to ensure compliance with Federal and State rules and regulations, the terms and conditions outlined in the Notice of Award (NOA), and any policies and procedures through the Division of Public and Behavioral Health (DPBH);
- Partner with a wide array of community stakeholders to enhance the OD2A Program. These stakeholders include, but are not limited to, public health agencies and local health districts, appropriate public safety entities, the Attorney General's office, the Southern Nevada Opioid Action Coalition, the Washoe County Substance Abuse Taskforce, the Statewide Epidemiology Organizational Workgroup (SEOW);
- Collect, analyze, and interpret public health data including but not limited to, overdose risks and descriptions of drug overdose death circumstances;
- Monitor and investigate overdose risk in various communities throughout Nevada by collaborating with the OOA and the use of Syndromic Surveillance;
- Work with the OOA to reach out to local first responders, health departments, hospitals, and harm reduction coalitions to investigate a potential opioid overdose spike to determine if a response is necessary and the appropriate agencies to contact if a response is required;
- Work with appropriate DPBH staff to translate and disseminate data in the form of standardized reports, publications, and presentations to various community partners and stakeholder groups;
- Other duties as assigned

## **Requirements**

Bachelor's degree from an accredited college or university in the health sciences, public administration, social sciences, or a closely related field. General knowledge of descriptive statistics and research methods utilized to analyze health-related data and implement health planning activities. Ability to: write concise, well written, logical summaries of the issues and analytical reports on health programs, facilities, and services; negotiate and exchange ideas and information with others to formulate policies and programs and/or arrive jointly at decisions or solutions; establish and maintain cooperative working relationships with coworkers as well as those persons or groups who are affected by agency actions.

## **Competencies**

- Program planning/management/implementation experience
- Behavioral/Public Health Systems management experience
- Contract management
- Establishing business processes and policy and procedures
- Data interpretation
- Research and interpretation
- Professionalism
- Confidentiality and Privacy

## **Notes:**

This position is in Carson City, Nevada and does allow for varied work schedule.