

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2024-161**

BE IT RESOLVED, upon recommendation of Judge/Executive Keith L. Taul, with the concurrence of the Resource and Community Support Committee, to approve the following job descriptions within the Coroner's Office:

1. Rapid Response Officer

APPROVED, by the Hardin County Fiscal Court in its regular meeting on 13 August 2024.



Keith L. Taul
Hardin County Judge/Executive

ATTEST:



Brian D. Smith
Hardin County Clerk

Hardin County Government

Job Description

Rapid Response Officer

Pay Grade 19

STATUS	
Date: August 13, 2024	Department: Coroner
FLSA Status: Exempt	Reporting Authority: Chief Deputy Coroner – Sr. Administrative Assistant
Supervisory Responsibility: None	

Job Summary

The purpose of this position is to provide an immediate treatment response for those at risk of overdose and to their friends and family who may also suffer from a substance abuse disorder. This position is to provide education to the community about harm reduction measures related to overdoses.

Major Essential Duties

- Provide education and outreach to the community, first responders, and other professionals affected by opioid use disorder and opioid overdoses
- Collaborate with the community and first responders to develop culturally appropriate response protocols
- Respond to requests from Hardin County First Responder's in fatal and non-fatal overdose events and situations where voluntary substance abuse treatment is requested
- In-person and on-scene response will be the preferred response
- Develop and implement a process for substance abuse treatment plans to include detoxification information, provide transportation to treatment, and follow up measures with each referral
- Assist in coordination with the Overdose Fatality Review Team to identify improvements and opportunities within the community
- Collect and maintain records of referrals and outcomes

Minor Essential Duties

- Be on 24-hour call for up to 7 days a week to respond to overdose scenes
- Maintain program oversight of protocols and the Overdose Fatality Review Team by scheduling and facilitating meetings
- Prepare data for the meetings and present data as requested

- Provide reports of non-identifying metrics to Hardin County Fiscal Court and other interested parties
- Participate in state, local and national conferences and trainings addressing opioids and related public topics
- Obtain other grant funding source to expand and/or continue program beyond the 8-15 pro forma funding projection.

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent.
- Bachelors level degree in social work, psychology, addiction recovery or related field of study
- At least 2 years' experience in harm reduction, overdose awareness, treatment programming, substance use disorder, recovery programs or related work
- Familiar with local treatment resources.

Language Skills

- Ability to read, analyze, and interpret policies, procedures, professional publications, and governmental regulations
- Ability to write reports, business correspondence, and policy and procedure manuals
- Ability to make presentations on related topics to member of the management team, other team members, and public groups
- Possess strong oral, written, and listening skills

Mathematical Skills

- Ability to add, subtract, multiply and divide in all units of measure
- Ability to compute ratio and percent, and to draw and interpret graphs as well as read toxicology numbers

Reasoning Ability

- Solves practical problems while dealing with several abstract and concrete variables
- Interprets an extensive variety of complex technical and instructional information
- Makes decisions which serve the best interest of the County and impact the areas over which authority is exerted

Certificates, Licenses, Registrations

- Maintain valid Kentucky Driver's License
- Complete any continued education classes/training required

Other Knowledge and/or Skills

- Exercise mature judgment, courtesy and tact in dealing with the public
- Skilled in effective use of computers and standard office machines and possess ability to use the computer for records management, and correspondence preparation

Physical Demands

The physical demands described represent those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3)

Sit
Talk or hear
Use hands to type, handle paper, etc.

Occasionally (under 1/3)

Stand or walk
Reach with hands and arms
Drive a vehicle

- Vision requirements include close, distance, color and peripheral vision, depth perception and the ability to adjust focus

Work Environment

The work environments described in the preceding paragraphs represent those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level is usually moderate.

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the county's best interests
- Must adhere to the applicable provisions of the Department Rules, Regulations, Protocols and Standard Operating Guidelines, the Personnel

Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, the Kentucky Administrative Regulations, and any other procedures, rules, regulations, and policies set forth by appropriate authorities.

- Must have personal integrity and remain free of felony convictions
- Must maintain confidentiality when required

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: August 13, 2024
Status Box Change:



Keith L Taul
Hardin County Judge/Executive