



City of Greenville (SC)

# FIRE OPIOID PROGRAM COORDINATOR (TIME LIMITED POSITION)- 0426

<b>SALARY</b>	\$35.23 - \$49.74 Hourly \$73,278.40 - \$103,459.20 Annually	<b>LOCATION</b>	204 Halton Road (Public Safety Complex) - Greenville, SC
<b>JOB TYPE</b>	Time-Limited Position (FT Benefits)	<b>JOB NUMBER</b>	01511
<b>DEPARTMENT</b>	FIRE	<b>DIVISION</b>	FIRE PREVENTION / SERVICES
<b>OPENING DATE</b>	04/13/2026	<b>FLSA</b>	Non-Exempt

## Brief Description

*This position is being funded through a grant and is time limited for up to three years.*

### Job Summary

Under limited direction and in compliance with technical, administrative, regulatory, or professional standards and guidelines, manages the Opioid Response Team. Oversees the development, coordination, and implementation of the Opioid Response Team during emergency and non-emergency operations. Responds to opioid incidents to establish patient contact, provide treatment and follow-up care, and collect appropriate data. Develops communication strategies regarding the City’s response to the opioid crisis. Works with internal and external partners, community stakeholders and City staff to identify potential program candidates suffering from opioid and substance use disorder or associated mental health illnesses. Establishes and builds partnerships with other agencies, community partners and non-profits to find suitable treatment, education and care programs for those affected. Provides interagency coordination, including but not limited to Fire/EMS, Police, community partners and other healthcare resources. Facilitates coordination across agencies relating to the opioid response and mental health crisis. Coordinates multi-agency training/exercises, mitigation, and recovery programs; coordinates and manages opioid training for applicable City staff. Works with the Opioid Program Specialist & the Opioid Program Education Specialist to deliver training programs for internal and external stakeholders. Establishes baseline data metrics and identifies strategies for short term and intermediate outcomes. Ensures data collected and reports are complete and meet requirements of the South Carolina Opioid Recovery Fund Board (SCORF). Supervises assigned personnel.

## Job Duties

### Essential Functions

Essential Functions	% of Time
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<ul style="list-style-type: none"> <li>• <b>Manage Opioid Response Team Program:</b> Oversee the development, coordination, and implementation of the Opioid Response Team program. Respond to opioid incidents to establish patient contact, provide treatment and follow-up care, and collect appropriate data. Work with senior leadership and key stakeholders to develop a comprehensive plan to respond to the opioid crisis. Research best practices in addressing substance use disorders and develop evidenced based policy recommendations for opioid prevention and treatment. Develop and manage budget and maintain fiscal accountability and compliance according to City policies. Responsible for the accurate and timely completion and submission of all required reports in accordance with departmental policies, regulatory requirements, and applicable deadlines. Prepare, review, and maintain documentation to ensure compliance, data integrity, and program accountability. In coordination with the Assistant Fire Chief of Medical and Data Analyst, develop, draft, and submit the annual application for SCORF, ensuring all required components are complete, accurate, and aligned with organizational goals and regulatory standards. Develop communication strategies regarding the City’s response to the opioid crisis. Monitor compliance with all federal, state, and local laws regarding opioid programs. Ensure administrative tasks and projects adhere to Health and Human Services (HHS), state and federal standards and requirements. Communicate with shift personnel to gather/exchange information on problems, special situations, or other areas requiring attention. Communicate with supervisors, dispatchers, other departments, law enforcement officials, medical personnel, property owners/occupants, business owners/managers, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction. Maintain a comprehensive, current knowledge and awareness of applicable laws, regulations, policies, and procedures, and other related requirements which may affect the program. Contribute to program planning, report writing and serving on various committees, including regional and statewide as needed.</li> </ul>	55%
<ul style="list-style-type: none"> <li>• <b>Manage Stakeholder Relationships:</b> Provide interagency coordination, including but not limited to Fire/EMS, Police, and other healthcare resources relating to the opioid response and facilitate coordination across agencies. Engage private sector interest in the opioid program which includes businesses, industry, civic organizations, and residents.</li> </ul>	20%
<ul style="list-style-type: none"> <li>• <b>Oversee Development and Implementation of Opioid Related Training:</b> Work with the Opioid Program Education Specialist to develop appropriate level training for different internal and external stakeholders regarding opioid overdose recognition and treatment. Coordinate multi-agency training/exercises, mitigation, and recovery programs; coordinate and manage opioid training for applicable City staff.</li> </ul>	15%
<ul style="list-style-type: none"> <li>• <b>Collect Data and Ensure Compliance:</b> Establish baseline data metrics and identify strategies for short term and intermediate outcomes. Work with the Opioid Response Team to track patient encounters, training events, and other associated tasks. Ensure reports and data are following requirements of the South Carolina Opioid Recovery Fund Board (SCORF).</li> </ul>	5%
<ul style="list-style-type: none"> <li>• <b>Supervise Assigned Personnel:</b> Supervise assigned personnel by setting performance expectations and standards as well as assigning and prioritizing their work. Write and conduct performance evaluations. Ensure staff development and training. Ensure staff compliance with departmental and City policies. Coach, mentor, and counsel employees and as appropriate provide discipline consistent with Human Resources policies. Maintain a safe work</li> </ul>	5%

environment and report any workplace accidents in a timely manner. In coordination with Human Resources, review, and update job descriptions.

Perform other duties as assigned.

## Qualifications

### Job Requirements

- Associate degree in a general professional or technical field.
- Minimum of five (5) years of experience as an Emergency Medical Technician (EMT) or Paramedic.
- National Registry of EMTs (NREMT) and South Carolina EMT or Paramedic certification.
- Basic Life Support (BLS) CPR certification.
- Obtain IFSAC/ProBoard Firefighter I & II certifications within one (1) year of employment.

### Preferred Qualifications

- NREMT Paramedic certification.

### Driver's License Requirements

- Valid South Carolina Class D Driver's License.

### Performance Requirements

#### Knowledge of:

- Opioid abatement strategies.
- Public addiction recovery system and regulatory requirements.
- Risk reduction strategies.
- HIPAA law and regulations.
- Training needs of personnel.
- Understanding of department policies and procedures.
- Management and supervision.
- Incident Command System.

#### Ability to:

- Interpret and apply applicable federal, state, and local laws, ordinances, statutes, and regulations.
- Design, develop, and deliver well planned, organized, informative opioid prevention training to a variety of audiences.

- Develop and implement risk reduction strategies relating to opioid overdoses and recognition of opioid overdoses.
- Apply analytical judgment and decision-making to evaluate systems, programs, and data.
- Establish and maintain effective working relationships with staff, City officials, community organizations, other agencies and City departments and the public.
- Communicate effectively verbally and in writing, including capacity to communicate complex ideas compellingly to a variety of audiences.
- Demonstrate effective interpersonal skills when engaging with the public and other employees.
- Supervise assigned personnel, providing direction, training, coaching, and performance feedback.
- Perform administrative duties by preparing daily/weekly/monthly reports, supply requisitions, accident and injury reports and monthly training.
- Work appropriately with confidential material and information.
- Write reports, prepare business letters, summaries, meeting minutes, and compose emails in a clear and professional manner.
- Enter data into the records management software.
- Maintain excellent organization and attention to detail.
- Read, analyze, and interpret professional journals, technical journals and procedures, financial reports, legal documents, and government regulations.
- Obtain and maintain required certifications.
- Use standard office equipment and software including telephone, printer, copier, scanner, calculator, computer, personnel and finance software, timekeeping software, public safety records management software, Microsoft Office Suite, and related software.

## Other Information

### Working Conditions

**Primary Work Location:** Office environment, vehicle, and outside.

**Protective Equipment Required:** Personal Protective Equipment (PPE), hard hat, safety glasses, safety boots, respirators, and Self-Contained Breathing Apparatus (SCBA).

### Environmental/Health and Safety Factors:

Occasional exposure to unpleasant environmental conditions and/or hazards. Daily exposure to noise and vibration. Monthly exposure to respiratory hazards and physical hazards. Seasonal exposure to extreme temperature and wetness and/or humidity. Frequent exposure to mechanical hazards, electrical hazards, and fire hazards. Occasional exposure to explosives and communicable diseases. Rare exposure to chemical hazards and physical danger or abuse.

**Physical Demands:**

Constantly requires walking, vision, hearing, twisting, and talking. Frequently requires standing, fine dexterity, sitting, foot controls, and balancing. Occasionally requires lifting, carrying, reaching, kneeling, pushing/pulling, climbing, bending, and crouching and stooping. Rarely requires crawling. Medium strength demands include exerting 20-50 pounds occasionally, exerting up to 10-20 pounds frequently, or exerting up to 10 pounds constantly.

**Mental Demands:**

Frequently requires irregular schedule/overtime, working closely with others as part of a team, tedious or exacting work, and noisy/distracting environment. Occasionally requires time pressures, emergency situations, frequent change of tasks, and performing multiple tasks simultaneously.

**Americans with Disabilities Act Compliance**

The City of Greenville is an Equal Opportunity Employer. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request an ADA accommodation.

**Disclaimer**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

**Benefits**

The City of Greenville offers a comprehensive benefits package designed to provide a variety of choices to best fit the needs of our employees and our families. [Read more](#) about our organization's benefits.

**Employer**

City of Greenville (SC)

**Address**

206 S. Main St

Greenville, South Carolina, 29601

**Phone**

864-467-4530

**Website**

<https://jobs.greenvillesc.gov>