



Overdose Fatality Review Coordinator

Baltimore City Health Department

The Baltimore City Health Department (BCHD) seeks an Overdose Fatality Review Coordinator

Founded in 1793, BCHD is the oldest health department in the country, with more than 1,000 employees and an annual budget of \$130 million that aims to promote health and improve well-being through education, policy/advocacy, and direct service delivery. BCHD's wide-ranging responsibilities include maternal and child health, youth wellness, school health, senior services, animal control, restaurant inspections, emergency preparedness, STI/HIV treatment, and acute and chronic disease prevention.

General Job Summary

The OFR Coordinator is responsible for managing the state-mandated Overdose Fatality Review and supporting Baltimore City's overdose response efforts. The OFR Coordinator convenes and coordinates the Baltimore City Overdose Fatality Review Team, a diverse group of stakeholders who meet regularly to review cases of overdose deaths with the goal of better understanding why people overdose in Baltimore City and how future overdose deaths can be prevented. OFR meetings are chaired by the Baltimore City Health Commissioner or the Commissioner's designee. The OFR Coordinator is responsible for coordinating completion of OFR recommendations assigned to outside agencies and completing OFR action items assigned to the Baltimore City Health Department and Behavioral Health System Baltimore. More generally, the OFR Coordinator supports implementation of Baltimore City's overdose response initiatives.

Essential Functions




Coordinate Overdose Fatality Review Team meetings:

- Ensure attendance by OFR partners by inviting partners to meetings and contacting partners and agency heads directly about their availability to attend
- Receive, reformat, and organize Excel spreadsheets related to overdose deaths
- Prepare case summary sheets for Overdose Fatality Review meetings
- Write minutes for meetings and send to the Department of Health in a timely manner
- Invite panels of experts to present on topics of interest to the OFR Team
- Maintain list of recommendations and ideas generated in Overdose Fatality Review meetings
- Investigate the personal background of overdose victims using social media, obituaries, and other resources



Catherine E. Pugh, Mayor, City of Baltimore
Leana Wen, M.D., M.Sc., Commissioner of Health

Updated Month/Year

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- Coordinate and, with the Director of Opioid Overdose Prevention, conduct interviews of family and friends of overdose victims

Manage implementation of OFR recommendations:

- Maintain constant communications with committee members
- Coordinate and implement recommendations related to Overdose Fatality Review, as assigned by the Director of Opioid Overdose Prevention
- Regularly follow up with OFR partners about recommendations and ideas assigned to them by the OFR Team
- Promote collaboration among partners, state agencies, and other stakeholders
- Ensure updates on all recommendations are reported at subsequent OFR meetings
- Coordinate data collection, reporting, and recommendation implementation with state agencies

Conduct research and develop reports and materials related to opioids and overdose:

- Conduct analyses of overdose data in collaboration with epidemiologists and review research and policy papers on best practices and innovative strategies for treating opioid use disorder and preventing opioid overdose deaths
- Collect and report data on overdose education and naloxone distribution and overdose reversals by community members from Baltimore's Overdose Response Programs
- Develop educational materials and public health communications about opioids, fentanyl, and overdose

General support for Baltimore City's overdose response initiatives:

- Provide information about naloxone and Standing Order prescriptions to members of the community, pharmacies, health care providers, and others
- Conduct outreach to organizations and businesses in the community to inform them about risk of overdose and public health responses, coordinating any outreach to publicly-funded providers with Behavioral Health System Baltimore
- Coordinate overdose spike rapid response efforts across multiple agencies
- Support the Director of Opioid Overdose Prevention with administration of special projects related to Baltimore's opioid overdose response, as assigned
- Remain available to external stakeholders to respond to questions and provide relevant and timely information

Knowledge, Skills, and Abilities

- Knowledge of overdose and substance use disorders and/or direct experience working in substance use treatment in the U.S./urban environment is preferred
- An undergraduate degree in public health, human services, social work, or a related/applicable field (or comparable level of education and experience)
- One year of experience with administrative support or data management and/or analysis
- Strong organizational, project management, and meeting planning skills
- Attention to detail and ability to maintain confidentiality of highly sensitive information

- Excellent verbal and written communication skills and comfort presenting information in front of large groups
- High level of proficiency in Microsoft Word, Excel, Access, and Outlook
- Ability to be flexible, handle multiple tasks across public and private sectors, effectively manage projects, and respond to short deadlines
- Capacity to engage sensitively with families who recently experienced loss due to overdose

Supervisory Responsibilities

- *None*

Typical Physical/Mental Demands and Working Conditions

This position is typically performed in a traditional office environment; however, the individual is also required to travel to other locations for meetings and other business-related needs. Ability to travel locally 30% of the time is required. It is important to have access to some form of transportation to travel to off-site meetings, conferences, and site visits.

Salary offer will be commensurate with experience. An excellent fringe benefit package accompanies the salary.

Interested candidates should submit cover letter and resume to:

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