Steve Rummler HOPE NETWORK
Providing HOPE for those with Chronic Pain and Addiction ™

Overdose Prevention Specialist
Job Description

Reports to:	Overdose Prevention Director	**Last Updated:**	October 2026

JOB SUMMARY:

This position is responsible for implementing activities within the overdose prevention program, and supporting program partnerships. The position hosts naloxone trainings, distributes program resources, monitors and communicates overdose prevention supply needs, and contributes to the development of up-to-date training materials.

This is a part-time, one-year staff position with the possibility of extension or permanent hire.

PERFORMANCE DIMENSIONS & KEY PERFORMANCE INDICATORS (KPI)

Specific KPI's Critical to the Success of Position:

1. Spanish language proficiency
2. Hosts regular naloxone trainings as assigned
3. Responds promptly to incoming requests for trainings and supplies
4. Accurately tracks program activities, including trainings delivered, supplies distributed, and other metrics.

ESSENTIAL FUNCTIONS:

Title: Overdose Prevention Specialist	FLSA: non-exempt / hourly

COMMUNITY RELATIONS, EVENTS, AND OUTREACH

- Working with limited direction by the Director of Overdose Prevention, serves as a point of contact for the Overdose Prevention Program.
- Support outreach and maintain existing relationships with partner organizations, government entities, and stakeholders in the community.
- Deliver trainings and program resources as assigned
- Represent the program in community, promoting awareness of services and resources

OVERDOSE PREVENTION SUPPLIES AND MATERIALS

- Prepare supplies for trainings and events, and reports supply needs to supervisor
- Assist with organizing and maintaining supply/training material areas
- Contribute to training literature and other materials related to the ODP Program
- Assist other team members with administrative tasks that may include preparing presentations and resource materials, kit shipments, draft correspondences, etc.

PROGRAM DEVELOPMENT AND SUSTAINABILITY

- Accurately track and quantify program outcomes using assigned systems.

- Contribute to summary reports for the organization's leadership, donors, staff, and grantors.
- Collect/monitor program feedback

TRAINING

- Provide orientation and ongoing support for Community Naloxone Trainers
- In conjunction with the Director of Overdose Prevention, ensures training materials are accurate, updated and accessible.
- Provide compassionate, adaptive overdose prevention training appropriate for audiences with diverse educational, professional, and cultural backgrounds.

GENERAL MANAGEMENT AND ORGANIZATION

- Work with staff to keep schedules, data, documents, and filing systems organized and current.

NON ESSENTIAL FUNCTIONS:

- Participate actively as an agency representative in collaborative partner networks and in related community activities.
- Support tabling efforts and outreach as requested.
- Support program-specific volunteer activity
- Collaborate with the Overdose Prevention team to monitor state and national trends and statistics, e.g. overdose deaths, overdose reversals, contaminant trends, etc.
- Other duties as assigned.

QUALIFICATIONS:

Levels	
Minimum Qualifications	● Excellent Bilingual Spanish/English required ● A minimum of one year experience using digital systems to accurately document program activities and contact records. ● Experience maintaining organized and timely communication and scheduling. ● Proficiency with Microsoft Office and Google Suite ● Must have a valid driver's license and reliable transportation; be able to travel and work outside of standard business hours to provide naloxone trainings ● High School or GED
Preferred Qualifications	● Lived experience or professional background in harm reduction, treatment, prevention, or recovery. ● Personal connection to the mission and vision of the Steve Rummler HOPE Network ● Bachelor's degree in social sciences, communication or related field. ● Prior training or community education experience.

ENVIRONMENT and COGNITIVE / PHYSICAL DEMANDS	
● Strong organizational skills and attention to detail. ● Effective verbal and written communication skills, including phone, email, presentations, and active listening ● Solid math and analytical skills ● Strong collaborative work ethic	● Ability to travel, sit for extended periods, and lift/carry training materials and office supplies as needed ● Computer literacy ● Public speaking