



Opioid Grant Project Lead **Job Posting Announcement**

Posting Date: 04/13/2021

Posting Number: 1350642

Classification: Grant Services Specialist III

Functional Job Title: Opioid Grant Project Lead

FLSA/Bargaining Unit: Exempt/MAPS – Unrepresented

Grade/Salary Range: 941 (high \$50k to low \$60k range)

Location: 3001 E. Madison Street Baltimore, MD 21205

Status: Temporary

About City of Baltimore, Mayor's Office of Employment Development

The Mayor's Office of Employment Development (MOED) coordinates and directs workforce development initiatives responsive to the needs of Baltimore City employers and job seekers in order to enhance and promote the local economy. Our vision is for all City residents to maximize their career potential and all employers to have the human resources to grow and prosper – *a workforce system that works*.

Position Overview

This professional position leads and oversees the “*SUPPORT to Communities: Fostering Opioid Recovery*” workforce development grant focused on assisting individuals affected by the opioid crisis in Baltimore City. This position will implement and execute the program and outreach activities to build awareness among community based, behavioral and mental health organizations, and governmental agencies, businesses, education and training stakeholders. It also requires the ability to collaborate with all staff and partners within the One-Stop Career Centers. The Project Lead needs to have the ability to guide a consortium of training providers, non-profit organizations, faith, community based and mental health organizations to ensure a broad menu of services for residents to promote their successful employment. Must have the ability to interpret, explain, and apply sound principles to deliver employment and training services as well as the knowledge of federal, state and local laws, policies and regulations pertaining to the Workforce Innovation Opportunity Act.

Essential Duties and Responsibilities

- Leads the SUPPORT grant to help increase the city's employment rate and number of residents earning a family supporting wage;
- Manage all aspects of program development and implementation of a new workforce program within the guidelines and regulations of the grant/funding source
- Lead quarterly convening's with training providers and other community stakeholders to, ensure implementation in accordance to scope of work, and achieve grant deliverables
- In coordination with the *Assistant Director, Chief of Adult Services*, oversee the program's budget, obligations, and expenses
- Oversee procurement activities and invoices related to the grant, vendors and contracts
- Develop outreach strategy/plan; manage and conduct outreach to community leaders; identify potential collaborations to ensure grant activities are available to eligible participants
- Cultivate and reinforce community workforce development partnerships to ensure program availability, accessibility and participation

- Coordinate with Workforce Managers to ensure participants receive maximum support and services as needed
- Direct policies and procedures related to the expending of funds and allowable activities authorized under the grant
- Provide coaching and career counseling to job seeking customers in job search, career development, retention and advancement strategies with an emphasis on serving individuals in recovery from opioid abuse
- Interview program applicants to determine eligibility, register into programs assess personal and professional strengths; make referrals to appropriate services; coordinate skills trainings, and develop career action plan
- Monitor to ensure business and job seeker information on the Maryland Workforce Exchange is accurate and updated timely
- Monitor and review the activities of program staff and participants; implement policies and procedures designed to ensure that programs are in compliance with local, state and federal guidelines, and meeting established goals
- Provide analysis and recommendations to make changes, as needed
- Analyze mandated Federal performance standards, organizational and team performance and implements strategies to meet goals
- Compile and/or prepare monthly reports to *Assistant Director, Chief of Adult Services*, including the Maryland Department of Labor; meet deadlines, complete work in an accurate, thorough and timely manner
- Evaluate and refine program delivery to maximize achievement of performance outcomes
- Manage all recordkeeping for grant compliance, monitoring, and auditing purposes
- Attend, represent the department on various committees or workgroups related to the grant's scope
- Work closely with agency senior management to develop market and execute targeted workforce plans and programs, both short-and long-range, and to ensure the expansion and quality of agency services.
- Establish and maintain effective working relationships with grant funders, MOED Managers, and management level personnel from federal, state, local and other organizations.
- Provide technical guidance to vendors and staff to increase knowledge and/or resolve issues or challenges with meeting grant goals
- Contribute to the efficiency and effectiveness of Vision 2020 and to the quality of services to job seekers and businesses that lead to an increase in the employment rate and increase wages of Baltimore City residents by offering suggestions and directing or participating as an active member of committees and/or work teams
- Perform other related duties as required

Knowledge, Skills and Abilities:

- Ability to lead a team to accomplish shared vision and goals.
- Knowledge of employment and training practices that help low-wage residents advance to high wage jobs.
- Ability to design, implement and manage employment programs including fiscal, personnel or administrative aspects.
- Experience using data to manage performance.
- Knowledge of Management Information Systems preferred.
- Ability develop and manage a budget including periodic reviews and reports
- Ability to establish and maintain effective working relationships with other agencies (federal, state and local), public and private agencies, community partners, and MOED associates.

- Ability to communicate effectively both orally and in writing, and make presentations to diverse groups including the public, agency leaders, elected officials, and community partners.
- Knowledge of structural challenges that make it difficult for unemployed residents and low-wage workers to obtain, retain and advance.
- Ability to assign and review the work of subordinate employees.
- Must be computer-literate and familiar with word processing, spreadsheet, and database applications (i.e. MS Word, Excel, Access, etc.).
- Thorough knowledge of workforce development services and programs

Required Education and Experience:

- Bachelor's degree in Business Administration, Project Management, Public Policy/Administration or related field from an accredited college or university and
- 4 years of experience in leading human services initiatives, coordinating and monitoring cases involving the provision of health, social, vocational or rehabilitation services to clients or
- An equivalent combination of education and experience.

Interested applicants may apply via this [link](#).

City of Baltimore, Mayor's Office of Employment Development is an Equal Opportunity Employer and Service Provider