



# State of New York County of Broome Government Offices

Broome County Health Department

Jason T. Garnar, County Executive · Mary McFadden, Director of Public Health

## **Request for Applications: Accidental Injury and Death Review Team Facilitator**

### **Overview:**

The Broome County Health Department (BCHD) is seeking to contract with an individual to facilitate the Accidental Injury and Death Review (AIDR) team.

Applications should be prepared in the format set forth in the accompanying documents, including a clear description of answers to all the questions asked and resume. Applications should be submitted in PDF or Word format.

Applications including all of the above requirements should be submitted to the BC Health email: [BCHealth@broomecountyny.gov](mailto:BCHealth@broomecountyny.gov) by 11:59pm on Monday 29, 2023. The anticipated contract period would be July 1, 2023-December 31, 2023.

Interviews may be requested by evaluators if deemed necessary to fully understand, score and compare the applicant's capabilities.

The applicant must provide and maintain during the terms of services contemplated herein insurance as described in the attached contract insurance specifications. Evidence of such coverage should be submitted as part of the application and the successful applicant must furnish Proof of Insurance to the Law Department prior to the signing of the contract.

Due to the nature of the work and the potential of a conflict of interest when selecting this person, we are seeking an individual who is not currently affiliated or currently employed with a potential agency that would be part of the ongoing review team. These agencies are including, but are not limited to, the outlined agencies in appendix A.

### **Method of Award:**

Once selected per the scoring rubric a contract will be awarded to the candidate whose application met all qualifications and obtained the highest weighted score as outlined below.

- Knowledge, Skills, Characteristics: 40%
- Qualifications: 40%
- Experience and knowledge of working with Substance Use, Substance Use Disorders, Harm Reduction, Mental Health and co-occurring disorders, lived experience, 15%
- Budget Proposed: 5%

## **Accidental Injury and Death Review (AIDR) Team Facilitator**

### **Scope of Work:**

- Work with the Broome County Health Department (BCHD) overdose prevention staff, Next-of-Kin Interviewer, and Broome County Coroner to identify individuals for case review.
- Work with the BCHD overdose prevention staff to prepare meeting materials.
- Provide neutral facilitation of AIDR team meetings to prevent bias and reinforce partner agencies are on equal footing.
- Provide reports and data to support AIDR team's work, in conjunction with BCHD overdose prevention staff.
- Facilitate the recommendation process, including the development of recommendations and identification of implementation strategies.
- Report AIDR findings and recommendations to the Broome Opioid Awareness Council (BOAC).
- Identify, with input from the team and BCHD overdose prevention staff, new members needed to expand the expertise within the AIDR team.
- Develop materials and program resources to support AIDR's work.
- Orient new team members to the AIDR purpose, process, and team member expectations.
- Collaborate with other agencies and initiatives within the county addressing substance use disorder and overdose prevention.
- Other duties as deemed necessary by the project.

### **Full Performance Knowledge, Skills, Activities, and Personal Characteristics:**

Ability to work collaboratively with or effectively lead a multi-disciplinary team

Ability to build trusting relationships with AIDR partners

Strong organizational and time management skills

Strong written and verbal communication skills

Ability to maintain neutrality in facilitating multi-disciplinary meetings and group discussions

Ability to encourage and develop group participation and engagement

Ability to guide a team through group problem solving

Skills in navigating conflict within a group

Skills in data collection, data quality review and analysis

Thorough knowledge about substance use disorders, stigma-reduction language, harm reduction, mental health, and substance use.

## **Requirements for Application:**

Please answer the following questions in your application:

### **Demographic Information:**

1. Name of Applicant.
2. Contact Information.

### **Knowledge, Skills, Characteristics:**

3. Describe how you meet the skills and characteristics described above.
4. What are your greatest strengths and weaknesses?
5. Why are you interested in applying for this role?

### **Qualifications:**

6. Please describe your educational experience, degree, credentialing/certification, or explain why you would be qualified to fill the role based on lived experience.
7. Please describe your experiences on how you work collaboratively with or leading a multidisciplinary team. Please include examples on how you facilitate an inclusive environment and how you develop and maintain relationships to build trust.
8. Describe your experience in navigating difficult conversations within group settings. Please include examples of times when you have successfully organized a diverse group of people to accomplish tasks and examples of how you remain neutral to prevent bias.
9. Describe how you organize, plan, and prioritize your work. Please include examples of experiences that demonstrate your ability to manage time effectively.

### **Experience with Substance Use, Substance Use Disorders, Mental Health, and Harm Reduction:**

10. Describe your experiences/knowledge as it pertains to substance use, substance use disorders, suicide, and mental health.
11. Have you ever had experience working in a prevention, treatment, or harm reduction agency?
12. What are your views on harm reduction, why it works and is a successful model of prevention?

### **Miscellaneous:**

13. Do you have a current or past relationship with and of the agencies identified in Appendix A including prior employment, personal experience, former client or any other history that may create a bias due to that relationship.? If yes, please explain in as much detail as possible and please note during the selection process may be asked to explain verbally.

### **Budget:**

14. Provide a brief budget request. **Note:** funds are for salary only. Travel expenses may be considered, but not guaranteed. Rent, space, equipment such as a cell phone, computer, or other technology will not be considered.



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## Appendix A

Broome County Health Department	Broome County Mental Health
NY/NJ HIDTA	Southern Tier Crime Analysis Center
Broome County Office of Emergency Services	Broome County District Attorney's Office
Broome County Public Defender's Office	Broome County Probation
Broome County Attorney's Office	Addiction Center of Broome County
Truth Pharm	Southern Tier AIDS Program
United Health Services	Fairview Recovery
Family & Children's Society	Broome County Coroner's Office
Helio Health	Broome County Sheriff's Office
New York State Police	Binghamton Police Department
Endicott Police Department	Vestal Police Department
Johnson City Police Department	