



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: Next-of-Kin Interviewer

Overview:

The Broome County Health Department (BCHD) is seeking to contract with an agency or an individual to conduct follow up, in depth, Next-of-Kin (NOK) interviews for the Accidental Injury and Death Review (AIDR) team. The contract terms will begin on January 16, 2023 and continue to August 31, 2023, for approximately 25-30 hours a month, subject to change at the discretion of the project.

If you are applying as an agency: please have the employee who would be filling the Next-of-Kin (NOK) Interviewer position complete the RFA and state which agency is applying on their behalf.

Applications should be prepared in the format set forth in the accompanying documents, including a clear description of answers to all the questions asked, resume, and 3 letters of recommendation. 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 by 4pm on December 5, 2022.

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.

Scope of Work:

- Work with the Broome County Health Department (BCHD) overdose prevention staff to identify and connect with NOK individual(s) who have lost a loved one to an accidental injury or death such as drug overdose or suicide.
- Collaborate with the Broome County Coroner to identify individuals to interview.
- Coordinate and conduct interviews with NOK of an individual who was part of an accidental injury or death.
- Support NOK, families and individuals with a mental health, Substance Use Disorder (SUD) or co-occurring condition and connect them with relevant resources.
- Transcribe notes or audio recordings of the NOK interview(s) in a clear narrative to be shared with the AIDR team.
- Attend the AIDR team meeting to present the NOK narrative and recommendations from the interview.

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

Ability to actively listen, ask pertinent questions, and establish trust with those interviewed.

Ability to emphasize and identify with interviewees needs and circumstances. Knowledge on grief related to substance use is preferred.

Ability to navigate difficult conversations with a trauma-informed perspective.

Skills in crisis interventions, including making assessments, navigating and deescalating a situation, and providing critical support.

Ability to conduct phone and in-person interviews with relatives, friends, or associates of decedents in a sensitive, impartial manner.

Ability to take detailed notes and prepare well-written, well-organized reports based on NOK phone and in-person interviews.

Ability to adhere to data privacy and confidentiality requirements.

Knowledge about substance use disorders, stigma-reduction language, harm reduction, and local community resources in grief, support, mental health, and substance use.

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: 35%
- Qualifications: 35%
- Experience and knowledge of working with Substance Use, Substance Use Disorders, Harm Reduction, Mental Health and co-occurring disorders, lived experience, 20%
- Budget Proposed: 5%
- Letters of Recommendation: 5%

Requirements for Application:

Please answer the following questions in your application:

Demographic Information:

1. Name of Applicant.
2. Whether the applicant is applying as part of an agency or individually. If an agency, please state the agency/organization being represented.
3. Contact Information.

Knowledge, Skills, Characteristics:

4. Describe how you meet the skills and characteristics described above. Specifically explain if you have any lived experience as well.
5. What are your greatest strengths and weaknesses?
6. Why are you interested in applying for this role?

Qualifications:

7. Please describe your educational experience, degree, credentialing/certification, or explain why you would be qualified to fill the role based on lived experience.
8. Describe your experience working with families who have experienced trauma and grief. Including any personal experience.
9. Describe your knowledge on Broome County resources for families.
10. Describe how you would handle crisis intervention situations and difficult conversations with NOK.

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

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

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.

Letters of Recommendation:

15. Provide 3 letters of recommendation from people who can attest to your knowledge, skills, and abilities.