



Opioid Restitution Fund Manager

Washington County offers a full compensation package that reflects how much we value our employees. Please take a look at what you can expect to earn as a **Opioid Restitution Fund Manager** during your first year as a full time Employee with Washington County Government:

- ✓ **Sixty (60) Paid Personal Hours**
- ✓ **Eighty (80) Paid Vacation Hours**
- ✓ **Fourteen (14) Paid Holidays**
- ✓ **One Hundred & Twenty (120) Paid Sick Hours**
- ✓ **County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage**
- ✓ **County Paid Employee Assistance Plan**
- ✓ **County Paid Life Insurance**
- ✓ **County Paid Accidental Death and Dismemberment Insurance**
- ✓ **County Paid Short Term Disability Insurance**
- ✓ **County Paid Long Term Disability Insurance**
- ✓ **Up to \$2,500.00 Annual Tuition Reimbursement Assistance**
- ✓ **County and Employee funded Defined Pension Plan**
 - **Vested in just five (5) years.**
 - **Credit for Prior Active Military Service and Unused Paid Sick Days.**
- ✓ **An Annual minimum Salary of \$57,158 starting..**

If our **Opioid Restitution Fund Manager** comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, prerequisites, etc. and apply online today.



JOB TITLE:	Opioid Restitution Fund Manager	GRADE:	11
DEPARTMENT:	Office of Grant Management	FLSA STATUS:	Non-Exempt
REPORTS TO:	Director of Office of Grant Management		

GENERAL DEFINITION OF WORK:

Under the supervision of the Director of the Office of Grant Management, the Opioid Restitution Fund (ORF) Manager coordinates the opioid planning response and overdose prevention in the community. Duties include managing the county's opioid funds, conducting community needs assessments and focus groups, capacity building, planning and implementation of programs, developing policies and best practices, ongoing evaluation of programs and initiatives, and reporting outcomes.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Assess, plan, implement, evaluate, and report on opioid response and overdose prevention efforts; report on progress towards goals and objectives of strategic work plans, as required.
2. Implement efforts to align with special provisions and requirements of the County, State, and National opioid settlement funds.
3. Prepare and submit reports that summarize activity related to grants; collect, prepare, and analyze financial and statistical information and submit required reports.
4. Prepare reports related to grant costs, statistics, and trends.
5. Collaborate with and provide support to coalitions and coordinate county efforts to ensure implementation of County's Targeted Abatement Plan.
6. Ensure appropriate and consistent use of program funds.
7. Prepare and administer County grants as related to Opioid Settlement Funds.
8. Assist opioid workgroups with developing a comprehensive action plan based on a data-driven needs assessment, peer-reviewed prevention research, and evidence-based policies, practices, and programs.
9. Provide and coordinate services; implement activities and oversee necessary training with guidance of evidence-based processes.
10. Develop measurements for evaluation and monitor outcomes of projects; modify implementation plans as needed based on process evaluation results.
11. Function as a liaison between coalitions and community and the state opioid response plan; assist individual coalition organizations with aligning and integrating work with strategies and goals of state and county response plans; assess and address readiness issues with community partners/stakeholders, as needed.
12. Apply for additional grant funding, as authorized.
13. Ensure on-going compliance with grant requirements and contracts to maintain funding.
14. Develop working relationships on behalf of the department with local advocacy groups to share best practice strategies to improve prevention services and outcomes.
15. Assist department management with research and information gathering projects, as needed.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of local organizations, services, and the community
- Knowledge of substance misuse prevention
- Skilled in grant writing and reporting requirements
- Skilled in statistical analysis
- Skilled in organization, public speaking, and training
- Skilled in group and meeting facilitation
- Ability to learn new concepts quickly
- Ability to communicate effectively verbally and in writing
- Ability to work independently
- Ability to create and sustain effective relationships with community partners
- Must be proficient with various office software programs including Microsoft Word, Microsoft Excel, Adobe Pro, etc.

EDUCATION AND EXPERIENCE:

A minimum of two (2) years' experience in the administration of grant-funded programs in a managerial capacity is preferred. An associate's degree from an accredited college or university is preferred. Proficiency in Microsoft Office software (Word, Excel, Adobe Pro in particular). A combination of education, proficiency, and equivalent work experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Must have a valid driver's license and reliable transportation to attend county and state meetings.

Reasonable accommodations may be provided to enable individuals with disabilities to perform the essential tasks.

Revised: 10/2025

Easy Ways to Apply:

1. Visit our website at <https://www.washco-md.net/jobs/>
or
2. Complete and email an Application to HR@washco-md.net
or
3. Complete and mail Application to:
**Washington County Human Resources Department,
100 W. Washington Street, Room 2300,
Hagerstown, Maryland 21740**

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:

Wednesday, December 10, 2025 @ 4:00pm