

Job Title	Overdose Investigations & Intervention Specialist	Working Titles: OD Specialist
Reports to:	Chief/Deputy Chief Investigator, Director of Operations, Coroner	
	Created 04/2020	
Job Category	Medical & Technical, Exempt, Non-Bargaining Unit; Grant Funded	
Department	INVESTIGATIONS	
Position Description	Under general supervision, assists Forensic Investigators whom respond to death scenes involving overdose and/or suspected overdose; examines cadavers; assist in preparation of reports; assist in the preparation and secures the transfer of evidence/specimens. Working conditions are in an office environment, morgue and outside exposure to temperature variations, damp-wet surfaces, hazardous-toxic atmosphere, decomposing cadavers, infectious diseases, hazardous materials and unfavorable fumes, vapors or odors. Shifts may be fixed or rotating at management's discretion.	
Major/Essential Functions	<ol style="list-style-type: none"> 1. Assist Forensic Investigators whom respond to death scenes involving overdose and or suspected overdose in Franklin County as authorized by the Ohio Revised Code, Section 313. May obtain circumstances of death from law enforcement, hospital staff, family, etc.; data entry, respond to scene of death; assist scene investigation; photograph scene; examine cadavers for wounds and other evidence related to death; assist in the collection of and securing evidence from the body/scene; inform next of kin what procedures are to follow and what steps they should take; assist the forensic investigator in death investigation report to pathologist/Coroner. 2. Locate and notify next of kin. 3. Obtain medical records, law enforcement reports, rehabilitation and/or outreach and treatment reports and other information as needed. 4. Assist/direct/insure proper identification of human remains. 5. Ensures safe and effective working environment by maintaining clean work areas, equipment and instruments. 6. Attend Overdose Fatality Review Board Meetings, Community Outreach Meetings and various partnership meetings with outside constituents 7. Communicate with families on procedures and educations resources available to them 8. Conduct follow up activities and interviews with families 9. Report data gaps, prevention strategies and community interventions and whom is responsible as well as possible recommendations for prevention strategies and community interventions are available or have been initiated to decedent 	
Occasional Duties	<ol style="list-style-type: none"> 1. Assist with educational activities and special projects as assigned. 2. Assist with data and geospatial reports 3. Input and export of data into and from ODMAP & Case Explorer (or equivalent) 	
Qualifications	The ideal candidate is a graduate from an accredited college or university with a Bachelor's Degree in Criminal Justice, Law Enforcement, Biological Science, Nursing, Social Work, or another related field; or an equivalent combination of education and experience. Ability to effectively respond to inquiries, conflicts and public relations issues; ability to communicate effectively, both verbally and in writing; ability to maintain effective working relationships with co-workers, County employees, government agencies, outside organizations, the news media, and the general public. Knowledge of ORC 313 and related sections; Ability to secure work area; ability to operate personal computer, facsimile, copier, digital cameras. Must secure and maintain a favorable background investigation from Ohio BCI and the Franklin County Sheriff's office, pre-employment screening, and urine drug screen; must acquire and maintain valid Ohio driver's license. English is the official language of this position.	
Preferred Qualifications	Knowledge of crime scene investigation procedures; knowledge of evidence collection and transfer techniques; knowledge of human anatomy; knowledge of criminal justice system; knowledge of medical terminology; knowledge of health and safety standards and practices. Skills in digit single-lens reflex camera. Successful completion of Mental Health First Aid Training.	
Security Sensitive?	Yes	
Physical Demands	Physical requirements include lifting-carrying of 100-150 lbs. constantly; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard. Subject to smelling, handling, walking, sitting, standing, bending, reaching and twisting to perform the essential functions.	
Additional Requirements	Required completion during probation period (180 days): <ol style="list-style-type: none"> 1. FEMA ICS 100, 200, and 700 courses 2. Franklin County Human Resources Courses (Ethics, Customer Service, Multicultural Awareness, First Aid/CPR/AED and CRASE) 	