

Health District

OF NORTHERN LARIMER COUNTY

JOB ANNOUNCEMENT

POSITION TITLE: Community Organizer and Manager
Mental Health and Substance Abuse Partnership

POSITION NUMBER: 61-064

HOURS: Full time; 40 hrs/wk (1 FTE)
Requires some flexibility in scheduling, including occasional night meetings, weekend events, and travel (mostly local).

2010 SALARY RANGE: \$51,946 to \$55,261 Per year, DOQ
Grade 10
Exempt status

TO APPLY: Send resume and cover letter to:
Search Coordinator, Health District of Northern Larimer County, 120 Bristlecone Drive, Fort Collins, CO 80524
Fax 970-221-7165
E-mail to searchcoordinator@healthdistrict.org

DEADLINE FOR APPLYING: Search in progress; position remains open until filled.

QUALIFICATIONS:

Required

- At least a B.A. in health, mental health, social work, social sciences, or other relevant field
- At least two years' experience, and excellent skills, in providing the following services in a health or human services setting:
 - Community development or community organizing
 - Project planning, coordination and management
 - Budgeting and budget management
 - Project evaluation and monitoring
 - Achievement of project goals and objectives
 - Summarizing and reporting
 - Meeting coordination and facilitation
 - Supervising others
- Skill or high potential in working with community partners to facilitate long-lasting change

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- Superb ability to assist multiple teams, departments or organizations to work together to create progressive solutions that meet diverse needs
- Superb written and oral communication skills, including presentation and reporting skills
- Excellent meeting facilitation skills; ability to positively facilitate diverse interests; skill in maintaining positive relationships and motivation within and between working groups
- Excellent research, information gathering, analysis and reporting skills
- Exceptional organizational and coordination abilities
- Ability to handle multifaceted tasks and changing priorities with ease; flexibility
- Vision and creativity; the ability to imagine possibilities and conceptualize new ways of doing things
- Ability to see the big picture while not losing sight of the details
- High productivity; the ability to produce a high volume of high quality work
- Positive, professional demeanor with the public, coworkers, and others
- Ability to work both cooperatively and independently
- Ability to create and maintain professional, positive, productive relationships
- Skill in managing, developing, and coaching positive, productive, high-functioning teams
- Interest in macro level (community) interventions and change
- Intermediate computer, keyboarding, and word processing skills
- Reliable vehicle; valid driver's license and insurance

Desired

- Master's degree in public health, mental health, or other health-related field preferred
- Demonstrated success in community-wide planning, partnerships, and change efforts
- Experience working in a mental health, substance abuse, or other health setting or knowledge of relevant issues

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- Interest and/or previous experience with public policy, legislative policy tracking, analysis and advocacy as it relates to the mental health and substance abuse field
- Previous familiarity and experience with managing grants, including budgeting, meeting grant requirements, evaluation, and reporting
- Demonstrated strength in complex budgeting and financial management

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REPORTS TO:

Executive Director
Community Impact/Health Promotions Director
Works with chairpersons for multiple committees

GENERAL DUTIES:

This position works closely with the Executive Director, the Community Impact Director, the Partnership Chair, and other committee chairpersons and members, to organize, manage, and complete the work of the Community Mental Health and Substance Abuse Partnership. The Partnership's purpose is to make systemic, long-term changes that will significantly improve our community's effectiveness in serving those suffering from mental illness and/or substance use disorders. The Partnership typically has a number of priority areas established to focus the work of the Partnership, and the Manager must ensure progress in each of these areas, while also responding to emerging issues affecting the service delivery system and our partners, and ensuring that ongoing management duties such as budgeting, evaluation, and supervision are also attended to.

The Partnership is one of the initiatives of the Health District's Community Impact Team (CIT) which organizes efforts to make long-term, systemic changes in those areas that are most likely to significantly improve the health of the community. The MHSA Manager must have an understanding of community organizing and how its approaches differ from program management. The Manager must be able to work with a variety of community stakeholders, organizations, teams and individuals to progress towards change and facilitate a shared decision-making process that enables that change to happen. As such, this position requires a high level of comfort with ambiguity, uncertainty, risks, complexity, and multiple, diverse interests and opinions. In addition, the Manager must enjoy focusing on process and have patience with making small, incremental steps towards larger, long-standing change.

The dynamic and complex nature of the mental health and substance abuse system requires that the Manager possesses a great deal of vision and passion; high level problem solving skills; solid organizational talents; the ability to focus on the big-picture while never losing sight of the details, and perhaps most importantly, the ability to approach planning in a strategic manner. The successful Manager will prefer operating in a complex, quickly changing environment in which they must handle multifaceted tasks and changing priorities with flexibility. The Manager must always have an eye towards strategic improvement of processes, and towards this end, they must be open to learning from constructive criticism, suggestions, and guidance from team members and supervisors.

SPECIFIC DUTIES:

The MHSA Partnership Manager is specifically responsible for:

1. Working closely with diverse individuals and organizations to both plan and implement multiple system level changes in mental health and substance abuse service systems;

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2. Serving on an internal strategy team to determine best strategies for implementing partnership directives;
3. Keeping complex projects organized and moving forward, documenting the planning and implementation process, and managing and documenting progress toward identified goals and objectives (within the realities of working with multiple and diverse interests and opinions);
4. Keeping the work of multiple committees coordinated and on task;
5. Supervising partnership staff and their involvement in contributing to the success of the Partnership's work; working to develop and apply staff skills, abilities, interests and strengths as they relate to Partnership priorities;
6. Providing the technical skills required for community change efforts, which can range from constant planning, organizing meetings, setting agendas, facilitating meetings, keeping good records on decisions and progress, developing draft plans, conducting research and interviews, recruiting involvement, writing reports, developing and delivering effective presentations, creating draft agreements or contracts, coordinating the selection and activities of consultants, assisting in conflict resolution, performing advocacy, to any other relevant duty to help ensure success;
7. Exercising creative thought, vision, and problem-solving skills as committees deal with complex and difficult issues;
8. Maintaining good communication among partnership members, committees, organizations, community members, and community leaders (sometimes state and national leaders);
9. Maintaining interest and positive relationships among partners while difficult issues and approaches are being considered and decided upon;
10. Providing regular reports on the progress of the project to team members, management, funders, boards, community leaders, and others;
11. Working closely with evaluation staff to appropriately evaluate progress and effectiveness of the partnership activities;
12. Managing the program's budget and financial responsibilities, including grant management, reporting, maintaining good relationships with funders, and assisting in the development of funding sources for the work of the Partnership;
13. Following the mission, policies, and procedures of the Health District;

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14. Participating in relevant agency, local, state, or national committees, organizations, and trainings, as appropriate;
15. Working effectively as a positive team member, participating in group meetings, retreats, and special events of both the Partnership and the Health District; and
16. Performing other duties as assigned by the Executive Director or Community Impact/Health Promotions Director, which may from time to time include duties unrelated to the Mental Health and Substance Abuse Partnership.