POSITION DESCRIPTION

POSITION TITLE Community Impact Team Manager

DEPARTMENT Planning, Policy, Research & Evaluation

SALARY GRADE Grade 13

REPORTS TO Director of Planning, Policy, Research & Evaluation

POSITION OVERVIEW
The Health District has a Community Impact Team (CIT) which facilitates the development and implementation of short and long-range solutions for issues related to health. The CIT Manager utilizes research, analysis, community organizing, strategic planning, facilitation, communication, and other relevant skills to work with community members and partners to establish long-term improvements. The CIT Manager works closely with the Director of Planning, Policy, Research & Evaluation, Community Impact Team staff, consumers, advocates, providers, and a multitude of others to identify and develop solutions while securing community commitment for implementation. The Manager collaborates with the Director in creating, overseeing, and implementing strategic plans and activities as well as developing and managing the budget and evaluation plans. The position oversees daily activities and project management and provides supervision for Community Project Coordinators.

SUPERVISION AND FISCAL RESPONSIBILITIES
This position will expand supervisory duties over time to oversee Community Project Coordinators and will develop the Community Impact Team’s budget.

EXAMPLES OF DUTIES
• Working in conjunction with the Director of Planning, Policy, Research & Evaluation and the Executive Director, develop strong relationships with community-based organizations, focusing on those organizations whose work aligns with Health District and CIT priorities. New approaches or interventions might occur at a variety of levels, including micro (direct services), mezzo (local environmental support, e.g., workplace policies), and macro (community education, policy advocacy) and may include short-term, immediate change projects, and long-term sustainable new approaches, services and interventions.
• Attends community meetings and community coalitions/ collaborations relating to CIT projects and initiatives and communicates with the Director regarding meeting outcomes and action commitments.
• Performs a wide range of community organizing functions, including collaborating with the Director in the recruitment of partners, facilitation and organization of meetings and processes, organization of disparate groups and individuals in the community around an issue, and negotiation of changes in resources, services, or approaches.
• Supports CIT outcome measurements for initiatives and collaborations, including research and data collection.
• Organizes complex concepts and information from research, discussions, negotiations, and information gathering efforts in a variety of ways that simplifies and clearly communicates results and conclusions and points to potential next steps. This may include developing concise, accurate, on-point briefings and reports, developing charts, graphs, and infographics, making formal and informal presentations, development of policies, procedures, written agreements or contracts, and other ways of capturing and communicating important concepts and information.
• Supervise Community Impact Community Project Coordinators, as well as supervise interns and volunteers, as necessary.

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- Develops and maintains positive, professional, and productive relationships with consumers, the public, other agencies, co-workers, and supervisors.
- Works effectively as a positive and productive team member, participating in group meetings, retreats, and special events.
- Collaborates with the Resource Development & Special Projects Manager, in conjunction with the Director of Planning, Policy, Research & Evaluation, in securing resources needed for implementation of new ideas, including seeking, applying for, and managing grants or other resources.
- Performs other duties as assigned by the Director of Planning, Policy, Research & Evaluation and/or the Executive Director.

QUALIFICATIONS

- A minimum of a master’s degree in behavioral health, social work, health, or other relevant field, or a combination of equivalent experience and education.
- A minimum of four years of professional work experience.
- A minimum of two years of hiring and supervising individuals and teams demonstrating effective team leadership, strongly desired.
- High level project management skills, including the ability to plan, conceptualize, and define multiple projects, identify steps towards project completion, and create and implement strategies to ensure successful project outcomes.
- Understanding of social identities, the social determinants of health, health equity, and their impact on an individual’s health outcomes.
- Vision and creativity; including the ability to envision new and unique ways to create, organize or re-organize systems, and the ability to help others do the same.
- Ability and desire to be a valuable team player and a positive influence on teamwork and interactions, focusing on strengths, solutions, and achievement of goals.
- Ability to develop and maintain positive, professional, productive relationships with the public, other agencies, coworkers, and supervisors and to leverage strong relationships, trust, and respect to build commitment to productive change.
- Superb written and oral communication skills, including presentation and reporting skills and the ability to succinctly simplify complex concepts and substantial amounts of information into visual graphics or written summaries that enable quick understanding and identification of conclusions and potential actions and next steps.
- Ability and flexibility to handle multi-faceted tasks, changing priorities, ambiguity, complexity, and change.
- Ability and commitment to be an effective team leader, valuable team player and a positive influence on teamwork and interactions, focusing on strengths, solutions, and achievement of goals.
- Detail oriented, excellent organizational skills, a commitment to a high-level accuracy
- Ability to work both cooperatively within a team and independently.
- Ability to effectively interact, work, and develop meaningful relationships with people of diverse backgrounds, including cultural, beliefs, customs, socioeconomic status, abilities, genders, and gender identities.
- Ability to work with and be sensitive to the needs of those with physical and mental health conditions.
- Intermediate skills in Microsoft Office Suite (Word, Excel, PowerPoint, Teams, and Outlook).
- Requires reliable transportation; valid driver’s license and auto insurance if reliable transportation is by personal automobile.
- Must comply with infection control policies for this position.
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The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.

WORK ENVIRONMENT
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have close visual acuity to perform activities such as: preparing and analyzing data and figures, viewing a computer monitor, extensive reading.
- Must be able to sit or stand for prolonged periods.
- Must have eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, telephone, photocopier, and other office equipment.
- Must have the ability to move from place to place on the job.
- Must have the ability to communicate information and ideas verbally so others will understand.

General Benefits Description - For qualifying employees, the Health District provides paid time off, medical, and dental insurance, life, and disability insurance, 401(a) employer match, and a robust employee wellness and recognition program. Vision insurance and an additional pre-tax retirement plan are offered. A complete list of benefits can be found on the Health District website.

Equal Opportunity Employer - The Health District is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnic or national origin, ancestry, age, sex, pregnancy, disability, genetic information, veteran status, gender, marital status, sexual orientation, gender identity or expression, religion (creed), political beliefs, or any other characteristic protected by federal, state, or local laws.