

# Health District

OF NORTHERN LARIMER COUNTY

## Position Description

**Position Title** Community Projects Coordinator

**Career Level/Grade** P3

### Position Overview

The Community Projects Coordinator is recognized internally as a subject matter expert within the Community Impact Team (CIT) addressing community health issues, focusing on mental health, behavioral health, and substance use. The position requires effective coordination of projects, programs, or processes, showcasing self-sufficiency in time management, knowledge, and utilization of best practices within the topic area, and a goal/task-oriented approach. The Coordinator conducts analysis and recommends solutions, working closely with team members, community partners, and leaders to organize and implement systemic health improvement efforts related to behavioral health.

The Coordinator works independently with support and limited oversight from the Community Impact Team Manager and collaborates with other internal and external partners. The Coordinator develops relationships and engages with various audiences to improve the continuum of mental and behavioral health care within the community. This dynamic role involves navigating complexity, demonstrating flexibility, and employing problem-solving skills and subject matter expertise within mental health and substance use topics. Projects may vary in duration and scope, ranging from immediate changes to long-term interventions at different levels, including direct services, policies, and community education and advocacy.

### Supervision and Fiscal Responsibilities

No direct reports.

May provide guidance and coach others.

### Examples of Duties

- Develop and maintain positive, professional, and productive relationships with consumers, the public, other agencies, co-workers, and supervisors.
- Coordinate qualitative and quantitative data collection, evaluation planning, and community assessments for projects and priority areas in collaboration with partners and the Health District's Research and Evaluation Team. Use data to develop effective interventions for community health issues.
- Assist the CIT Manager in coordinating/facilitating groups/coalitions, including the Mental Health and Substance Use Alliance.
- Prepare agendas, coordinates logistics, facilitates meetings, and provides support for project-related events.
- Engage with collaborative community partnerships, ensuring project coordination, growth, and sustainability. May collect, vet, and share appropriate and timely resources to support projects and partners.
- Develop and deliver relevant training and presentations in collaboration with the CIT Manager and the Outreach & Education Team.
- Participate in community committees and organizes with partners to enhance systems of care.
- Provide recommendations on recruitment and organization of key community partners.
- Collaborate on management of initiatives with relevant internal teams.
- Offer consultation and technical assistance to improve internal and external services and policies.

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- Design objectives and strategies for complex projects aligned with organizational and community goals.
- Develop concise progress reports, summaries, and visuals for various stakeholders.
- Actively participates as a positive team member and ambassador for the Health District and affiliated groups.
- May perform some community organizing, including engaging diverse community members.
- Performs other duties as assigned.

### Qualifications

- A minimum of a bachelor's degree in behavioral health, social work, public health, or other relevant field, OR a combination of equivalent experience and education.
- A minimum of five years of experience, demonstrated ability, and skills in a health, behavioral health, public health, human services, or other relevant setting.

### Knowledge, Skills, & Abilities

- Knowledge of mental health and substance use topics.
- Knowledge of and experience in project management and meeting deadlines.
- Ability to implement and evaluate programs and services.
- Ability to research, analyze and report data.
- Ability to create and deliver impactful presentations.
- Ability to succinctly simplify complex concepts and substantial amounts of information into visual graphics or written summaries.
- Knowledge of and experience with organizing and implementing meetings, events, and training.
- Knowledge and experience in community organizing, including problem-solving and collaborating for long-term improvements.
- Ability to make a difference at the community and policy levels.
- 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 think creatively and implement innovative solutions.
- Excellent organizational skills and ability to handle various tasks.
- Ability to problem solve and identify, assess, and choose from multiple potential solutions.
- Ability to balance multiple demands, work both cooperatively within a team and independently.
- Ability to manage own time and complete tasks aligned with end goals in mind.
- Intermediate skills in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook).

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.

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- 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.
- 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.

**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.