## JOB ANNOUNCEMENT

**POSITION TITLE** Mental Health Connections Director  
**DEPARTMENT** Mental Health & Substance Use Connections/CAYAC  
**HOURS** Regular Full-time  
40 hours per week  
**STARTING SALARY** $98,383 to $103,000 per year DOQ  
**SALARY GRADE** 15  
**FLSA CLASSIFICATION** Exempt status  

### TO APPLY
Send resume and cover letter to one of the following:
Search Coordinator  
Health District of Northern Larimer County  
120 Bristlecone Drive  
Fort Collins, CO 80524  
Fax: 970-221-7165 (Attn.: Search Coordinator)  
Email: searchcoordinator@healthdistrict.org

Position will remain open until filled; first consideration on Tuesday, January 4, 2022.

COVID-19 vaccination is mandatory for all covered employees. A new hire must be vaccinated, or at least have obtained the first dose prior to the start date.

### QUALIFICATIONS

**Required**
**Education or Formal Training**  
- Master's Degree or higher in a behavioral health discipline.

**Certificate/License**  
- Maintains professional licensure in the State of Colorado as an LPC, LCSW, LMFT, or other behavioral health clinical licensure. License is in good standing. Continues to meet all requirements to maintain licensure.

**Experience**  
- A minimum of three years of clinical experience in a behavioral health care setting.  
- A minimum of three years of prior successful experience at the coordinator, manager, or director level in behavioral health services (or closely related field).
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- A minimum of three years of experience, and excellent skills, in performing all or most of the following duties in a health, behavioral health, or human services setting:
  - Program/services planning, development, implementation, management and evaluation; meeting deadlines and achieving project goals and objectives.
  - Hiring and supervising individuals and teams (including hiring, orienting, training, evaluating, disciplinary actions, etc.); overseeing their goals and progress. Understanding of basic personnel management procedures and law. Experience and skills in both administrative and clinical supervision.
  - Knowledge and evidence of skilled application of positive, productive management skills; demonstrated effective team leadership.
  - Oversight of behavioral health services, including staffing, scheduling, credentialing, training, quality control, information and records management, confidentiality protocols, etc. Ensure the implementation of policies and procedures.
  - Budgeting and financial management, including demonstrated strength in creating and managing complex budgets.
  - Utilization of modern technology for records and data collection and management; maintenance of accurate records.
  - Gathering and integrating information/research: finding, organizing, and analyzing information from multiple sources (e.g., data, reports, individuals, organizations, models, etc.) to develop knowledge, proposals, and plans.

- Excellent written communication skills including synthesizing complex information accurately into concise, organized, understandable products (visual pictures, summaries, and reports).
- Excellent oral communication skills, including making effective understandable presentations.
- Development and amendment of internal written policies and procedures; monitoring for compliance.
- Contract development and management, including compliance assurance.
- Meeting coordination and facilitation; ability to skillfully and positively facilitate diverse interests.
- Demonstrated effectiveness and outcomes in working with other groups, organizations/agencies, and individuals on joint projects to improve community health services and achieve identifiable long-term improvements.

Knowledge, Skills and Abilities
- Strong computer skills, including Windows operating system, Outlook email, Microsoft Office Suite word processing (Word), spreadsheet applications (Excel), PowerPoint presentations, and experience in database development and management.
- Equipment used includes basic business equipment such as computers, phones, copy machines, etc.
- Excellent knowledge, skills, and abilities in the areas listed under “Experience,” above.
- Knowledge of and experience with current clinical standards of practice in mental health and substance use services, including but not limited to most or all of the following: trauma-informed care and trauma-specific interventions, brief intervention/solution focused treatment models, crisis intervention techniques, treatment for substance use disorders (including medication-assisted treatment, integrated treatment interventions for co-occurring disorders, etc.).
disorders, stage-based treatment and harm reduction), strength-based interventions, and group psychotherapeutic interventions.

- Extensive client assessment, diagnostic and treatment experience, including solid working knowledge of and ability to use current diagnostic system, and demonstrated ability to plan and use effective clinical interventions with clients.
- Experience in coordinating clients’ mental health service plans with other community agencies and providers.
- Ability to develop and maintain positive, professional, productive relationships with staff, coworkers, the Executive Director, clients, the public, other agencies, and clinical professionals; ability to be an effective, positive team player.
- Ability to direct teams to work effectively with and be sensitive to the needs of clients from all backgrounds and situations, utilizing cultural sensitivity and attention to individuals’ special needs.
- Knowledge of and commitment to the principles of health equity, and the need to adapt behavioral health services accordingly.
- Knowledge of and/or skills in resource development, including securing funding sources, grant-writing, grants management, and other resource development strategies.
- Knowledge of, and interest in, prevention, early identification, and early intervention in behavioral health issues.
- Knowledge and skills in applying basic business logic, math, and projections.
- Superb problem-solving skills and judgment, including the ability to identify, assess and choose from multiple potential solutions.
- Exceptional organizational and coordination abilities and ability to apply project management skills and tools to ensure successful, efficient and timely completion of objectives.
- Ability and flexibility to handle multifaceted tasks and changing priorities and to deal with ambiguity, complexity, and change.
- Ability to work both cooperatively and independently.
- Vision and creativity.

Special Consideration Will Be Given For:

- Extensive knowledge of local mental health systems and referral sources, including knowledge of community mental health issues, barriers to service, etc.
- Existing strong relationships and reputation with community leaders, providers and others in organizations and fields involved in mental health and substance use issues.
- Experience in mental health crisis response and stabilization services.
- Experience and training/expertise in psychological first aid, critical incident response, and response to mental health needs in disasters.

Physical Demands and Working Conditions

- 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.
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- Must have close visual acuity to perform activities such as: preparing and analyzing data and figures, viewing a computer monitor, expansive 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 physical mobility, which includes movement from place to place on the job.
- Must have the ability to communicate information and ideas in speaking so others will understand.
- Must be physically capable of getting self to and attending meetings in a variety of locations, which could include locally, within the state, or nationally.

Infection Control Requirements
- COVID-19 vaccination is mandatory for all covered employees.

Other Requirements
- Requires Reliable Vehicle; Valid Driver’s License and Auto Insurance
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REPORTS TO Executive Director

POSITION OVERVIEW
The Health District operates Mental Health and Substance Use Connections (Connections), a service that is integral to helping community members understand their behavioral health situation, and connecting them to services that might best meet their needs. Connections works with anyone at any age who has (or whose loved one has) a behavioral health need, offering answers, options and support to help them take the next step towards connecting to options that can help them build mental health and freedom from substance misuse or addiction. The Connections Director directs all aspects of Connections, including both the Adult Team and the Child, Adolescent and Young Adult Connections (CAYAC) team.

Connections works closely with multiple community partners such as SummitStone Health Partners, private mental health and substance use providers, the Poudre School District, primary care clinics, and many more. Key areas of services include:

- **Screening for Need and Providing Mental Health and Substance Use Resources:** A range of services designed to facilitate access to appropriate mental health and substance use related services and remove barriers to accessing care, including screening and assessment (CAYAC’s services include limited psychiatric assessment and psychological testing), crisis intervention, brief intervention, initial psychiatric prescriptions (CAYAC), connection to affordable services, information and referral, consumer advocacy and care coordination. Special agreements with Primary Care Physician clinics and schools are maintained to provide specific services to their patients/students.

- **Community Education and Outreach:** Services designed to educate the community about mental health and substance use issues, improve the ability of community members to identify these issues earlier and encourage treatment, and to provide the community with information on related resources, including information on Connections services. This includes provision of Mental Health First Aid, Youth Mental Health First Aid, Question, Persuade Refer (QPR) curricula, a parent education series and a general mental health education series, among others.

- **Provider Relations and Development:** Services designed to develop relationships with practicing behavioral health providers; assist providers in networking and connecting with other providers; share information on community needs, activities, emerging best practices and evidence-based practices with providers; provide targeted professional development and training activities, and engaging providers in service opportunities such as participation in disaster response or as a Pro Bono provider.

The Director oversees the Connections program; works with the Executive Director, staff, and partners on strategic planning; develops and manages the annual budget; develops and implements new services and/or approaches; and continuously evaluates and improves services and program outcomes, working with others to better address community need. The Director also provides clinical and administrative supervision to the Connections team, and attends to effectively managing change, maintaining a productive work environment and high levels of staff morale, and ensuring the implementation of policies and procedures.
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Essential Functions and Duties

- **Staffing**
  - Responsible for the oversight of about 21 employees, plus varying numbers of contractors, PRNs, and interns. Directly supervises about five staff, including the Connections Psychiatric and Psychological Services Clinical Manager, Program Manager and Behavioral Health Provider Supervisor; Operations and Care Coordinator Supervisor; Education and Outreach Specialist, and healthinfsource.com staff.
  - Program staff may include psychiatric providers, psychologists, Master's level mental health clinicians, care coordinators, and administrative staff; along with clinical interns, PRN staff, etc.
  - Assures recruitment, appropriate supervision, and scheduling of staff, including hiring, orientation, training, supervision, evaluation, disciplinary actions, etc. Assures recruitment, training, scheduling, and appropriate quality assurance of contracted providers.
  - Provides team leadership to ensure high levels of morale, commitment, and customer service, while maintaining a highly motivated and skilled staff. Ensures staff development plans for continued education, proper self-care, and continued professional development.

- **Program Management**
  - Oversees and works with other staff to create and implement program strategic plans and develop practices and methods of accomplishing goals; develops and manages the operating and capital budget(s) for the program; assures that audits and evaluation plans are developed, implemented, and the results used for improvement; assures that privacy and confidentiality laws and expectations are upheld; develops and presents reports; oversees program management and day-to-day operations of the program; assures maintenance and continuous improvement of accurate, relevant, easy to use healthinfsource.com; and works with staff to assure that plans, policies, and procedures are followed and goals accomplished.
  - Works with staff to develop, implement and revise the program’s operating, policies, procedures and service protocols.
  - Develop and maintain close working relationships with other partners’ administration and staff to develop and maintain shared programming, and coordinate service provision.
  - Manages grant funded programs (in collaboration with other staff), including development of grant proposals, budgets, services, and reporting.
  - In order to better understand and assist the program, may maintain a small clinical caseload, and/or participates in other clinical activities such as on-call coverage, etc.

- **Direct Service Oversight and Management**
  - Oversees the daily provision of services, assesses efficiency and effectiveness of processes, makes ongoing improvements, and provides problem-solving, troubleshooting, and guidance to staff. Provides overarching clinical supervision for mental health professionals and care coordinators to assure that services provided meet high quality, ethical, and legal standards.
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- **Service Development, Community Coordination and Leadership**
  - Maintains information on service gaps and unmet needs, and shares this information appropriately to help adapt and improve Connections and community services.
  - Identifies community partners, develops and maintain relationships, and coordinates efforts between these partners which may include developing best methods of working together, shared frameworks, quality standards and protocols and guidelines for service delivery, and providing technical assistance to facilitate adoption of shared activities.
  - Focuses a special community effort on increasing the effectiveness of Connections (and other local behavioral health approaches) services with populations most impacted by health equity disparities, such as people of color, those with disabilities, LGBTQIA+, etc.
  - Works closely with groups such as the Mental Health and Substance Use Alliance and the Health District’s Integrated Care Team and Community Impact Team to coordinate strategies and approaches to community mental health service improvement and to provide leadership in community-based treatment and service innovations.
  - Takes a leadership role to facilitate community care coordination to ensure quality and consistency across systems, better information sharing and coordination of care.

- **Disaster and Critical Incident Response**
  - Works with others in the community including the Disaster Services Coordinator at SummitStone, Red Cross, and private providers to plan for and execute effective responses to mental health needs in critical incidents and disasters, and to evaluate each response to determine effectiveness and potential areas for improvement. Oversees Connections’ role in assuring training of clinical professionals in psychological first aid and other mental health disaster response protocols, in order to have adequate Care Team response capabilities.
  - Oversees the role of Connections in deployment of certified mental health disaster responders to community critical incidents and disasters. This can occasionally require staff response over extended periods of time that include weekends and nights, including on-site at shelters, disaster response staging areas, and at disaster areas.

- **Community Education and Outreach**
  - Works with Communications staff to assure the design and implementation of a marketing, public information and outreach program for Connections, including the adult program, CAYAC, and healthinfosource.com. Oversees Connections newsletters and other methods of provider communication.
  - Oversees services designed to educate the community about mental health and substance use, reduce stigma, and increased early identification of issues; and to provide trainings to help professionals learn about best practices. Assures that staff maintain credentialing or certification in relevant training programs.
  - Meets with agencies, providers, and others to explain the program and to develop formal referral relationships and memoranda of understanding.

- **Provider Relations and Development**
  - Oversees recruitment of volunteer Pro Bono providers as community needs indicate. Develops and implements mechanisms to demonstrate volunteer appreciation.

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- Works with community behavioral health providers in a variety of ways, including encouraging providers to list their services in healthinfosource.com; gathering input and information on professional development and training needs; providing targeted professional development and training activities for providers to ensure use of best practices/state of the art services; and engaging providers in community service opportunities such as participation on the CARE Team (Disaster Response), becoming a MHFA trainer, and providing Pro Bono services.

**Database and Information System Administration**

- Assures the design, development and maintenance of an online database of mental health and substance abuse resources, the healthinfosource.com website. Assure that relevant community providers, agencies, and other services are included on the database; that the information is comprehensive and accurate; that it is possible to extract information for reporting.

- Assures the maintenance of appropriate client, services, and budget database management systems to record information and monitor all aspects of the program, including demographics/statistics, services rendered, activities accomplished, expenditures, etc. Assures that staff accurately enter information, and appropriately utilize necessary information, following HIPAA and other professional regulations, standards, and ethics.

**Other**

- Works effectively as a positive team member, participating in group meetings, retreats, and special events. Serves on the Health District Management Team and Executive Director’s Cabinet.

- Serves as an exemplary ambassador for the Health District.

- Develops and maintains positive, professional, productive relationships with the public, consumers, other agencies, co-workers, and supervisors, building strong relationships, trust, and respect.

- Performs other duties as assigned by the Executive Director.

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.

**General Benefits Description** - 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 is 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.

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