



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: MENTAL HEALTH COLLABORATION SPEC DATE OPENED: 7/15/2021

DEPARTMENT: HEALTH DEPT CLOSING DATE: 7/29/2021

If you have any questions about this position vacancy please call: 406-751-8109

NUMBER OF POSITIONS OPEN: 1 BARGAINING UNIT: MFPE #520

FULL TIME REGULAR
(YEAR ROUND POSITION)

STARTING WAGE: \$21.07 per hour

PART TIME SEASONAL

SALARY AT:

1 Year Step \$22.12 per hour

2 Year Step \$22.47 per hour

3 Year Step \$22.83 per hour

TEMPORARY

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.
SEE ATTACHED JOB DESCRIPTION.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:
https://flathead.mt.gov/human_resources/apply/

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title: Mental Health and Substance Use Collaboration Specialist

Job Code: 13470

Department: Health Department

Pay Grade: Health 6

Reports to: Population Health Manager

FLSA Status: Non-Exempt Exempt

Department Overview:

The Flathead City-County Health Department is a public health agency providing certain statutorily-mandated services and other contracted services to people who reside in or visit Flathead County. The divisions of the Health Department offering primary prevention services include: Environmental Health Services, Community Health Services, Population Health and the Flathead County Animal Shelter. Primary health care services are offered through the Flathead Community Health Center, Flathead Family Planning and Flathead County Home Health. Environmental Health services offered include food safety, water quality and land use development and air quality. Community Health services offered include communicable disease prevention and control, immunization services, maternal, infant and early childhood managed care programs and the Women Infant and Children (WIC) program. Health promotion services offered include cancer screening, tobacco use prevention, injury prevention and public health preparedness. The Flathead Community Health Center is a federally qualified health center and Flathead Family Planning clinic is operated under Title X of the Public Health Service Act. The Flathead Community Health Center and Flathead Family planning provide team based patient centered medical, reproductive, dental and behavioral health care. Flathead County Home Health is a licensed home health care agency offering professional care services to homebound patients.

Job Summary: Under the general supervision of the Population Health Manager, this position performs work as a Community Collaboration Specialist to implement systems, build programs and facilitate cross-agency work as part of a grant funded local collaboration.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Coordinate a community based Mental Health and Substance Use initiative.
- Collaborate with other agencies, non-profits, and individuals to lead and provide staff support to successful working group efforts.
- Help establish and model clear expectations and desired outcomes with partners/team members through the development and operation of working groups.
- Ensure regular communication occurs between collaborative, community members and the initiative regarding the effort.
- Continuously champion goals and maintain relationships with partners, stakeholders and community members to advance the success of the collaborative.
- Serve as primary point of contact with state and other funders; help to identify and coordinate

research, policy, data and other needs on behalf of the collaborative.

- Follow policy and processes to maintain established budgets, timelines and other internal systems to track and monitor progress to ensure success.
- Maintain professional development and seek out innovations in the industry to bring best practices to the collaborative and to the Initiative.
- Performs related duties as required or directed.

Non-Essential Functions:

Incumbents may be requested to perform functions relevant to the position but not listed above.

Physical Demands and Working Conditions:

The work requires physical exertion such as bending, walking and lifting up to 40 lbs. The employee may be required to provide service in home settings, which may require climbing of stairs and driving a motor vehicle for transportation.

Supervision Exercised: This is a non-supervisory position.

Knowledge, Skills, and Abilities:

- Efficient, high-capacity self-starter who thrives in a fast-paced work environment.
- Understanding of community organizing, project management, strategic planning, communications and/or organizational/systems dynamics.
- Outstanding interpersonal skills. Ability to quickly establish trust and rapport with professional and community stakeholders; comfortable addressing politically sensitive health and policy questions with tact and poise; demonstrated talent for forming and leading partnerships between diverse stakeholders working toward a common goal.
- Outstanding communication skills. Comfortable with public speaking and public presentations, comfortable working with local community collaborations.
- Extensive knowledge of community resources and organizations.
- Ability to design, implement and evaluate community outreach and educational programs.
- Ability to travel regularly to local communities for meetings, trainings and workshops.
- Ability to collaborate and contribute to a close knit, supportive team environment, and work with people and organizations of diverse backgrounds, experiences and cultures.
- Knowledge of the operation of personal computers with word processing, spreadsheet, or database applications.
- Ability to adhere to HIPAA principals.
- Ability to obtain and maintain a valid Montana driver's license with a safe driving record.

Education and Experience:

- Requires a bachelor's of art or science degree in an applicable course of study.
- Three to five years of progressively responsible experience related to the duties of this position.
- Mental health and substance use experience preferred.

Action
Adopted

Date
7/2/2020

Reference
Commissioners' Minutes

I have received, reviewed and understand the position description above. I further understand that I am responsible for the satisfactory execution of the essential functions described therein under conditions as described.

Employee Signature

Date

Printed Name