

Northwest Colorado Health

Communities That Care Facilitator

General Statement of Duties:

An exempt position responsible for facilitating the Communities That Care (CTC) Program. There are two (2) positions open, one for Moffat County and the other for Routt County. The CTC Facilitator helps guide a community's CTC effort. Backed with training and technical assistance from the Center for Communities That Care, the CTC Facilitator supports the community board and its workgroups to understand the CTC process and complete the CTC Milestones & Benchmarks.

Supervision Received:

Reports to the Director of Public Health.

Supervision Exercised:

None.

Essential Functions:

1. Identify, work with and facilitate, with the assistance of the Director of Public Health, key leaders and community board members for the Communities That Care program.
2. Use effective group facilitation skills to help guide the coalition through the CTC planning and implementation process.
3. Work with community prevention board members, members of the larger community and the CTC coach to develop and implement a comprehensive community prevention plan.
4. Work with community board leadership or designated workgroups to oversee implementation and evaluation of the preventive interventions selected by the community prevention board.
5. Prepare documentation and reports as needed.

This description of responsibilities is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.

Education:

High School Diploma or Equivalent Required

Bachelors Degree in health, education or policy field recommended.

Experience:

Project management, community engagement and facilitation experience preferred.

Requirements:

1. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver's license.

Skills:

1. Strong written and verbal communication skills.
2. Advanced writing and computer skills, including database entry and management, office and spreadsheet applications.
3. Must possess strong group facilitation skills and experience.

Knowledge:

1. Knowledge of timelines, development and program design.
2. Thorough understanding of fundraising and grant writing.
3. Knowledgeable and skilled in community education, public relations, and communication principles and practices.

Abilities:

1. Ability to effectively communicate both verbally and in writing.
2. Ability to develop and implement long range plans, business and marketing plans; and facilitate day to day operations.
3. Must be self-directed, as well as a team player.
3. Provides a positive approach to discerning opportunities for improvement or change, taking advantage of the situations, and functioning as a change agent.
4. Accepts responsibility of agency team member with and commitment to effective team functioning and results.

Equipment:

1. Daily use of telephone, copier, computer and other office equipment.

Working Conditions:

1. Position is in a well lighted, accessible office environment, and involves sitting approximately 90% of the day, walking or standing the remainder.
2. This position meets the criteria for Category 3 of OSHA's guidelines for exposure to biohazards.
3. Occasional out of area travel may be required.

I, _____ acknowledge that on this date, I have received the following job description for my present position.

Signature of Employee: _____ Date: _____

DRAFT