

## Northwest Colorado Health

### Collaborative Management Program Coordinator

#### **General Statement of Duties:**

The Collaborative Management Program Coordinator is responsible to provide the administration and coordination of the Moffat County House Bill 1451- Collaborative Management Program (CMP) initiative. Assure that the mission, intent and purposes of Moffat HB 1451 are effectively carried out and execute policies as approved by the HB 1451 Interagency Oversight Group (IOG) and to comply with other IOG and State Steering Committee instructions and guidelines. This position also provides case management services for families requesting assistance through the Individualized Service and Support Team (ISST).

**Supervision Received:** For Northwest Colorado Health and agency related business, reports to Prevention Services Director. For CMP and IOG-related business, reports to the IOG board and chair

**Supervision Exercised:** None.

#### **Essential Job Functions:**

1. Develop and maintain relationships with the Moffat HB 1451/CMP partners and other community professionals through effective coordination, communication and collaboration.
  - Communicate Moffat County HB1451 objectives, goals and procedures to partners and referring agencies/individuals.
  - Act as a liaison between Moffat County HB 1451 State Steering Committee.
  - Prepare and submit MOU and Annual Report to the State and to the IOG.
  - Accept, screen and process referrals CMP program including conducting intake meetings with clients.
  - Facilitate the interdisciplinary ISST meetings with provider partners, youth and families. Create Action Plan based on information shared at the staffing.
2. Provide Administrative support for and facilitate the Moffat ISST meetings.
  - Manage data system, including but not limited to, data collection, entry, analysis, reporting and technical assistance. Input all data into state reporting system.
  - Monitor budget, including review and submission of monthly billing.
  - Prepare and review quarterly Goals and Outcome Reports for the CMP IOG.
  - Provide administrative support for CMP IOG.
  - Act as liaison between the IOG and ISST. Provide updates and information between the two groups.
  - Provide case management services, including but not limited to: intake interview/assessment of needs, facilitate referrals, providing ongoing support and

monitoring of ISST case plan. This includes follow up meetings and contacts to ensure progress on the Action Plan items from family and service providers.

- Provide outreach and education about CMP to those community providers and partners that work with the target population and may benefit from the identified goals/outcomes.

*This description of essential functions 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. A degree in a health or behavioral science related field is preferred, not required.

**Experience:**

Experience working in/with clinical, social service or justice agencies is preferred. Three years of experience in working with families in need of support in some capacity 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. Public Speaking.
3. Ability to facilitate group meetings with diverse attendees.
4. General office and administrative skills. Advanced computer skills, including database entry and management, office and spreadsheet applications, and PowerPoint presentations. Microsoft Office knowledge required.
5. Bilingual in Spanish preferred.
6. Use of analytical and evaluation skills
7. Proficiency in the use of audio and visual equipment.

**Knowledge:**

1. Knowledge of integrated human services systems.
2. Knowledge of data management systems highly desired.
3. Must possess knowledge regarding performance improvement, compliance, and applicable regulatory requirements.
4. Knowledge of computer software including Microsoft applications especially Word, Access, Excel, PowerPoint and Outlook. Comfort with exploring and learning to use new or unfamiliar applications or databases.

**Abilities:**

1. Ability to communicate effectively with community members, physicians, and other health professionals, verbally and in writing in a professional and culturally competent manner.
2. Ability to plan and organize community and professional classes and presentations.
3. Ability to relate to individuals of varied ethnic, cultural backgrounds, ages and economic circumstances.
4. Ability to promote consensus among diverse opinions.
5. Ability to work independently and as a team member in a fast paced environment.
6. Ability to balance multiple priorities, various goals and needs.
7. Ability to speak and write proficiently and effectively.

**Equipment:**

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

**Working Conditions:**

1. Work environment may be variable as services are provided in various environments. Lighting, acoustics, air quality, temperature, and environmental hazards are not predictable.
2. This position has been classified as Patient-Facing, a position in which the incumbent could reasonably be expected to routinely interact with patients and/or patient family members. Employees in Patient-Facing positions are exposed to healthcare conditions that may require additional training, immunizations, and use of Personal Protective Equipment (PPE).

*This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.*

I, \_\_\_\_\_ acknowledge that on this date,  
(Print Name)

I have received the following job description for my present position.

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_