

CARBON COUNTY MONTANA

JOB DESCRIPTION



POSITION: Crisis Coalition & Community Prevention Clerk

DEPARTMENT: Public Health

REPORTS TO: Public Health Director

SCHEDULE:

32.5 hour schedule - Monday-Friday, 9:00am-4:00pm (1/2 hour lunch)

40 hour schedule – Monday – Friday, 8:00am-5:00pm (1 hour lunch)

- Full-Time (40 hours) Part-Time Benefit Eligible (30-39 hours) Part-Time (≤29 hours)
 Permanent Seasonal Temporary Grant-Funded Short-Term
 Exempt Non-Exempt
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PURPOSE OF THE JOB: The Crisis Coalition & Community Prevention Clerk the Carbon County Crisis Coalition with clerical and scheduling support. This position will assist the Crisis Care Coordinator in various projects and the development and implementation of a community build behavioral health crisis system.

The Crisis Coalition & Community Prevention Clerk will facilitate collaboration and communication between independent outside entities by being a main point of contact for the Carbon County Crisis Coalition. This position will assist in the implementation of mental health and crisis systems, assist in the coordination across different agencies to promote mental and behavioral health, and crisis prevention, intervention, treatment, and recovery.

This position will serve as a back-up to the Crisis Care Coordinator and assist in scheduling for The Mental Health Center when requested. This position supports DPHHS's initiative to decrease inappropriate jail admissions, hospital emergency services admissions, decrease client relapse in crisis situations, and assist community members who are in a crisis situation have someone to call, someone to respond and somewhere to go.

ESSENTIAL FUNCTIONS:

Schedule and prepare materials for Crisis Coalition meetings and/or trainings;

Serve as the main point of contact to all Crisis Coalition members and collaborating entities;

Assist in coordinating a community based mental and behavioral health system;

Assist in coordinating a substance use community driven initiative;

Collaborate with other agencies, non-profits, and individuals to lead and provide staff support to successful working group efforts;

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Help establish and model clear expectations and desired outcomes with partners/team members through the development and operations of workgroups;

Ensure regular communication occurs between the coalition, community members and stakeholders regarding the efforts and progress on projects;

Continuously champion goals and maintain relationships with partners, stakeholders and community members to advance the success of the coalition;

Research, seeking out innovations in the industry to assure that the programs, policies, and projects that are pursued by the coalition are best practice;

Responsible for coordinating interdepartmental and outside agency collaboration between Public Health, Law Enforcement, Mental Health Services, EMS, and many other entities as needed;

Backup the Crisis Care Coordinator in their job duties for The Mental Health Center when needed.

OTHER DUTIES AND RESPONSIBILITIES:

Create meeting agendas and take, edit, and compile meeting minutes;

Research, create, format and finalize documents and/or presentations;

Copy, scan and fax documentation and maintain record of transmission and/or receipt;

Develop and nurture professional relationships with coworkers, department leadership, County Staff and others;

Maintain sensitive information and standards of confidentiality, with strict adherence to HIPAA and PII;

Attend trainings necessary to position and/or CCPH when approved by Director;

In the event of an emergency this position will fulfill all duties assigned by the Public Health Director, Clinic Nurse/Staff Coordinators, PHEP Contractor, and/or Incident Commander. You will be asked to perform those duties that are assigned to you during an emergency as appropriate;

Other duties as assigned.

KNOWLEDGE AND SKILLS:

Knowledge on coalition structure and efficient meeting operations;

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Knowledge of community resources and organizations within Carbon County;

Understanding of community organizing, project management, strategic planning, communications and organizational/systems dynamics;

Knowledge of the operation of personal computers with word processing, spreadsheet, and database applications, knowledge and/or willingness to learn the scheduling systems and documentation requirements for The Mental Health Center;

Strong skill set in organization, time management, problem-solving, and strategic planning, and scheduling;

Ability to maintain high standards of accuracy, confidentiality and integrity;

Able to communicate effectively orally and in writing;

Must be self-motivated and able to work independently, self-starter.

EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited college or university in psychology, sociology, or behavioral or human services field preferred;

One year or more working in mental or behavioral health setting with a focus on program management, community coalitions or leadership role preferred;

Valid Montana Operator's License.

FISCAL RESPONSIBILITY:

None

EXTENT OF PUBLIC CONTACT:

Extensive, constant contact with a variety of people, including the public, other staff, contractors, volunteers, visitors, etc.

WORKING CONDITIONS AND ENVIRONMENT:

Physical Activity:

Repetitive Motion: Never Occasionally Frequently Continually

(repeating movements of arms, hands and wrists)

Talking: Never Occasionally Frequently Continually

(express or exchange ideas verbally)

Hearing: Never Occasionally Frequently Continually

(perceive sound by ear)

Seeing: Never Occasionally Frequently Continually

(obtain impressions through the eye)

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Activity Level:

Sedentary

(occasionally lift/carry up to 10 pounds or push/pull small objects; sits most of the time; infrequent to occasional walking/standing)

Light

(frequently lift/carry/push/pull up to 10 pounds and/or occasionally lift/carry/push/pull up to 20 pounds; frequent walking/standing or sitting most of the time while using arms/legs to push/pull)

Medium

(occasionally lift/carry/push/pull 20-50 pounds and/or frequently lift/carry/push/pull 10-20 pounds and/or continuously lift/carry/push/pull 10-20 pounds; occasional to frequent walking/standing)

Heavy

(occasionally lift/carry/push/pull 50-100 pounds and/or frequently lift/carry/push/pull 20-50 pounds and/or continuous lift/carry/push/pull 10-20 pounds; occasional to frequent walking/standing)

Very Heavy

(occasionally lift/carry/push/pull 100+ pounds and/or frequently lift/carry/push/pull 50+ pounds and/or continuous lift/carry/push/pull of 20+ pounds; occasionally to frequent walking/standing)

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other duties upon the request of the supervisor or other governing entity.

Employee Signature

Supervisor Signature

Date

Date

FOR OFFICE USE ONLY

JOB DESCRIPTION: APPROVED DENIED

SALARY SCHEDULE: ADMIN CLERK DISPATCH NURSE ROAD SHERIFF

Presiding Officer Signature

Date

COMMENTS: