

POSITION DESCRIPTION*

Mental Health Recovery Board Serving Warren & Clinton Counties (MHRB)

CLASSIFICATION TITLE: Community Impact Coordinator

EMPLOYMENT STATUS	Full-time	REPORTS TO	Director of Operations and Project Management
FLSA STATUS	Exempt	ORGANIZATION/	Mental Health Recovery Board Serving
EXEMPTION TYPE	Administrative	WORK-SITE	Warren & Clinton Counties

The Mental Health Recovery Board Serving Warren and Clinton Counties supports a healthier community by investing in a system of mental health and substance use disorder services for the people of our counties.

Our system supports communities in Clinton and Warren Counties as they face behavioral health issues through prevention, intervention, treatment, recovery, and asset building services.

DISTINGUISHING JOB CHARACTERISTICS

This role requires a leader with an understanding of community substance abuse and mental health needs, data analytics, grant management, and strategic planning. The Community Impact Coordinator should have strong verbal and written communication skills and project management experience. Strong organizational skills to guide compliance monitoring.

The Community Impact Coordinator must understand and make decisions related to MHRB's goals and strategic direction. MHRB's mission, vision and values are at the foundation of all business operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.

Assumes responsibility and accountability for assessing and reporting on measurable community outcomes for Board contracted providers.

Compiles and prepares data and statistics to document and evaluate both Board funded programs and other grant program outcomes and ensure compliance with grant specifications and requirements.

Collects, analyzes and manages data and measurement outcomes to document and statistically report on program progress and outcomes in compliance with grant specifications and requirements, with a continued focus on meeting community needs.

Assists in the development, preparation, processing, monitoring and compliance of annual provider contracts by researching, compiling and summarizing data for contract completion.

Identifies and recommends opportunities to streamline Board processes related to data collection, provider application process, provider progress reviews, and other projects.

Provides assistance and support in the preparation of grant proposals. Collaborates with providers, and other community partners to develop a comprehensive measurement framework for behavioral health services, and a shared commitment toward achieving measurable community outcomes.

Assists in project management relating to Mental Health Recovery Board's strategic goals by researching, compiling, and summarizing data for projects, reports, and presentations.

Maintains confidentiality of HIPAA protected information and other sensitive subject matter.

Assists in the design and development of the MHRB annual report.

Maintains working knowledge by participating in and attending Board meetings. Attends other required meetings and participates on committees affiliated with MHRB operations and community partners.

Prepares and presents information by creating handouts, providing resources and speaking before groups.

Identifies other grant opportunities offered by corporations or foundations which would help further the mission of the Board and assists in completion of these applications.

Meets deadlines and accomplishes goals by completing assignments within established timeframes. Obtains new and expanded services by coordinating, assisting, and writing grant proposals.

Participates in community outreach events to promote community impact.

Ensures contract compliance standards are met by tracking expenditures and funding, analyzing fiscal reports, monitoring services, and recommending and implementing improvements. Performs contract monitoring and recommends modifications to programs or contracts.

Works assigned schedule, exhibits regular and predictable attendance, and works outside of normal schedule as needed to meet workload demands. Performs other related duties as required

OTHER DUTIES AND RESPONSIBILITIES

Assumes additional responsibilities during vacancies and as workload demands.

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

Motor vehicle; computer; telephone, fax machine, copier, and other general office equipment.

CONTACTS WITH OTHERS

Mental Health Recovery Board agency affiliates; Ohio Department of Mental Health and Addiction Services; Ohio Association of County Behavioral Health Authorities, Regional Affiliate Boards, and other government agencies; school, community and agency representatives; local government officials; media; general public; local and state government officials as appropriate.

CONFIDENTIAL DATA

Protected health information; budgets; client records; contracts; other sensitive and confidential subject matter.

WORKING CONDITIONS

Normal office working conditions. Occasional exposure to road hazards and inclement weather conditions when traveling. Employee is occasionally exposed to blood borne pathogens and irate or hostile client behaviors.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing duties of this job, the employee regularly exhibits digital dexterity when entering data into computer. The employee frequently sits for extended periods of time, and occasionally stands and walks. Employee converses verbally with others in person and by telephone. Vision demands include close, relatively detailed vision when focusing on a computer screen. Employee occasionally lifts varying weights up to 25 pounds when moving files, boxes, equipment, or supplies.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of: grants management and administration; community impact program planning; data and statistical analysis; formative and summative program evaluation processes; community mental health and addiction recovery services; public behavioral health system and regulatory requirements; grant evaluation processes; Ohio mental health and substance abuse laws and regulations; HIPAA law and regulations, including security rules and standards; client rights and complaint resolution processes.

Ability to: collect data and analyze community needs to establish desired measurable outcomes; evaluate statistics and formulating valid conclusions; organize work projects and manage multiple projects and programs; establish work priorities; develop and maintain effective working relationships with job contacts; exhibit sensitivity and understanding to mental health and addiction issues; maintain confidentiality of confidential and sensitive subject matter; exhibit flexibility in work schedule and job assignments; maintain current working knowledge of changing mental health field; interpret and apply HIPAA standards to practical situations; demonstrate regular and predictable attendance and punctuality.

Skill in: statistical and data analysis; preparing comprehensive grant data reports; developing charts and graphs; verbal and written communications; operation of computer; application of Microsoft Office software programs; word processing; operation of general office equipment.

QUALIFICATIONS

Bachelor’s Degree in one of the following: Public Health, Applied Statistics, Data Science, Analytics, clinical mental health or substance use, or other closely related field of study **and** two years of prior experience in grants management, analysis, and reporting.

OR

Other combination of education and experience to demonstrate ability to carry out the essential duties and responsibilities of the position.

CONDITIONAL

LICENSURE OR CERTIFICATION REQUIREMENTS

State Motor Vehicle Operator’s License or demonstrable ability to gain access to worksite.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

MANAGEMENT APPROVAL

_____/_____/_____
Executive Director Date

EMPLOYEE UNDERSTANDING

_____/_____/_____
Employee Date