

LIVE UNITED



Granite United Way

Granite United Way's Mission is to improve the quality of people's lives by bringing together the caring power of communities.

POSITION DESCRIPTION

POSITION: Continuum of Care Facilitator

FLSA: Exempt

DEPARTMENT: Carroll County Coalition for Public Health

STATUS: Full-time

REPORTS TO: Senior Director, Public Health

INTRODUCTION:

Granite United Way's Vision is to be the preferred way people work together to build a community that values its collective responsibility to care for each other. All employees at Granite United Way are integral to our ability to achieve our mission. Performance of job duties outlined below, in a manner that enables us to follow through on our promises to the communities we serve, is more than an expectation—it is a standard here at Granite United Way.

As an initiative of Granite United Way, the Carroll County Coalition for Public Health (C3PH) is committed to working with the Bureau of Drug and Alcohol Services (BDAS) and other partners to develop a continuum of care that offers a full spectrum of substance misuse prevention, intervention, treatment and recovery support services that are integrated with health care and behavioral health.

RESPONSIBILITIES: This position works with the Carroll County Coalition for Public Health (C3PH) and its communities' partners to ensure the development of a regional continuum of care. These partners should include prevention, intervention, treatment, recovery supports, primary health care and behavioral health care providers. The Continuum of Care Facilitator will guide the region and its stakeholders as it works to assess assets and gaps in service, and in the development of a plan to address identified gaps.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Participate in education, training and technical assistance opportunities to support continuum of care development work.
2. Provide ongoing continuum of care education, training and technical assistance to the Public Health Advisory Council (PHAC) and other partners.

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- Work with C3PH partners to identify subject matter experts from the following components to a “regional continuum of care work group”: Prevention, Intervention, Treatment, Recovery
- 3. Convene subject matter experts from the above (and other interested and appropriate parties) to a regional continuum of care work group that will:
 - Provide ongoing education to the PHAC on the continuum of care.
 - Participate in an assessment of continuum of care services assets, gaps, and barriers to access and/or coordination.
 - Develop a work plan to address issues identified in the assessment.
- 4. Recruit representatives from community health centers, community mental clinics and other behavioral health providers, hospitals, clinics and other health care providers to the “regional continuum of care work group” to help further the integration of health care and behavioral health.
- 5. Identify and support leadership for each component area to serve as communication liaison for their component.
- 6. Refine on an ongoing basis the assessment of regional continuum of care assets, gaps and barriers to service.
- 7. Facilitate a process that leads to the completion of a regional continuum of care development and enhancement plan that:
 - Identifies continuum of care assets, and how those assets will be engaged to build the continuum of care system.
 - Describes an approach to address gaps.
 - Describes an approach to addressing barriers to service access and/or coordination.
 - Identifies partners and their roles in addressing the above.
- 8. Continue to recruit additional members and refine the regional continuum plan according to opportunity and need.
- 9. Report to PHAC on assessment and planning progress.
- 10. Work with PHAC to align continuum of care planning with DHHS Integrated Delivery System Network and the regional Community Health Improvement Plan.
- 11. Participate in the development of an evaluation plan to assess continuum of care development progress, needs, and results.
- 12. Participate in the writing and submission of contract reports related to continuum of care development.

OTHER DUTIES:

1. The Continuum of Care Facilitator assists in enhancing public health system collaboration by providing staff support to the Public Health Advisory Council (PHAC) and its partners, when appropriate.
2. The Continuum of Care Facilitator works closely with the C3PH Substance Misuse Prevention (SMP) Coordinator on prevention initiatives.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document describes the position as it is currently available and is not a contract. Granite United Way retains the right to change modify the position description at any time.

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1. Master's degree in public health, community development/organizing or macro social work, or,
2. Bachelor's degree in related field with a minimum 2-3 years' experience in public health systems development, macro social work, or community development/organizing
3. Thorough knowledge of non-profit principles, practices, and procedures
4. Knowledge of and ability to apply community development/organizing practices and principles to work with communities, groups and individuals.
5. Knowledge of and ability to apply the Strategic Planning Framework to capture information and develop plans
6. Knowledge of Resiliency and Recovery Oriented Systems of Care (RROSC) principles, and component partners and their roles
7. Knowledge of and ability to apply group facilitation skills to guide and record continuum of care planning conversations
8. Knowledge of and ability to facilitate assessment processes to identify assets, gaps and barrier to access in services
9. Thorough understanding of United Way campaign and community impact processes as well as marketing principles
10. Proficient in Microsoft Office, databases and web-based applications (internet, email, social media)
11. Ability to follow written and verbal instruction
12. Excellent verbal and written communication skills

ENVIRONMENT:

The venue of this position is a general office environment that is clean, well-lighted, and environmentally comfortable, free of fumes or airborne particles, and only minimally exposes employees to office solvents limited to those relative to copier equipment.

This position requires:

1. Minimal requirement to reach at or above shoulder level; occasional reaching below shoulder level required
2. Ability to travel throughout the territory required
3. Ability to work a flexible schedule, which may include night and weekends
4. Ability to tolerate prolonged sitting and/or standing and to lift up to approximately 25 pounds to waist high level whenever necessary.
5. Mobility includes regular sitting, some standing and walking.

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