



*Eastern Montana Community Mental Health Center
Administration Office
2508 Wilson Street
PO Box 1530
Miles City, MT 59301
406-234-0234*

CLASS TITLE: Communities That Care Coordinator
FLSA CLASSIFICATION: Non-exempt
STATUS: Full-Time
REPORTS TO: Prevention Director

PRIMARY OBJECTIVE OF POSITION: This coordinator is responsible for creating an environment where community youth are supported and resilient. This person will lead efforts to implement a community-wide, youth-focused process of engagement, assessment and program development following the Communities that Care PLUS (CTC) system. This position will also assist in the development and deployment of outreach and education efforts to reduce the prevalence of opioid disorder, the nature of the disorder and the most effective and evidence-based responses to promote treatment uptake and decrease stigma.

ESSENTIAL JOB FUNCTIONS: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

1. Completes training in the CTC system to serve as the “catalyst” to bring the CTC system to our community through broadening the effort to include all relevant community stakeholders, and establishment of a CTC Community Board.
2. Provides staff support to the CTC Community Board and its working groups.
3. Works with the CTC trainer/site manager to coordinate training and technical assistance which includes ensuring readiness for next training event, securing a training site, contacting participants, arranging for needed equipment, and coordinating materials.
4. Processes CTC Community board meeting preparation and follow-up which includes scheduling, securing a site, coordinating materials, arranging for refreshments if needed, maintaining rosters, and preparing and distributing agendas and minutes.
5. Participates in all model required activities, including bi-monthly coaching calls and documentation of progress (milestones/benchmarks).
6. Documents the CTC effort by keeping files of all related activities.
7. Prepares reports as needed for the grant requirements and EMCMHC Board of Directors.
8. Assists in the development and deployment of community outreach and education strategies in a variety of prevention areas.
9. Adheres to all EMCMHC Policies and Procedures.
10. Participates in performance optimization and risk management activities as required.
11. Cooperates and abides by all elements of EMCMHC’s Compliance Program.



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12. Provides exceptional customer service and models the mission of EMCMHC when interacting with internal and external stakeholders promoting a positive image for the mental health center.
13. Performs other duties as assigned or required with or without prior notification.

SUPERVISION-RESPONSIBLE FOR WORK OF OTHERS: None

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree or equivalent (may have a combination of education and experience in lieu of degree)
- Valid driver's license
- Two years' experience in community organizing, youth work, ministry, education or public health
- Community outreach and education

COMPENTENCIES:

- Communication proficiency
- Collaboration skills
- Interpersonal skills
- Leadership
- Organizational skills
- Project management
- Presentation skills
- Relationship management
- Teamwork
- Time management skills

WORKING CONDITIONS AND ENVIRONMENT:

The working conditions and environments described here are representative of those an employee encounters while performing the basic functions of this job. An employee may be exposed to other working conditions and/or environments which are not listed.

- Work indoors in heat-controlled environment 95% of the time.
- Moderate noise level consistent with an office environment.
- Typically, 40-hour workweek.
- Some evening and weekend hours as needed.

Possible travel to other EMCMHC sites and within Montana as well as regional and national meetings.