



*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 / Prevention Specialist
FLSA CLASSIFICATION: Non-exempt
STATUS: Full-Time
REPORTS TO: Prevention Director

PRIMARY OBJECTIVE OF POSITION: 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 substance abuse. In Prevention, this person would provide professional services in the area of substance abuse prevention education and networking; Work requires individual judgment within established policies and procedures set by EMCMHC and the State Prevention Program.

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. Completes Onboarding Prevention Training and Participates in weekly and quarterly performance/training meetings
9. Cooperates and abides by all elements of EMCMHC’s Compliance Program.
10. 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
11. Provides training and presentations to community groups, agencies and youth on substance abuse prevention.
12. Participate in local coalitions with common goals around substance abuse prevention.
13. Participates in weekly and quarterly performance/training meetings



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14. Provides all services mentioned in the state prevention contract with EMCMHC/SADS contracted service area;
15. Maintains required standards in all agency records and state paperwork;
16. Assists in the development and deployment of community outreach and education strategies in a variety of prevention areas.
17. Adheres to all EMCMHC Policies and Procedures.
18. Participates in performance optimization and risk management activities as required.
19. Provides individual, group, and family education when appropriate
20. Performs other duties as assigned or required with or without prior notification.
21. Must have ability to communicate orally and in the public.
22. Attends staff meetings and peer reviews, team service and coordination meetings, in-service trainings and outside service training as directed.
23. Some weekends and nights may be required depending on community meetings and events.
24. Some travel to other EMCMHC sites and within Montana as well as regional and national meetings.

SUPERVISION-RESPONSIBLE FOR WORK OF OTHERS: None

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Valid driver's license
- Two years' experience in any of the following: community organizing, youth work, education or public health
- Must complete Credible EHR functionality and overview training within the first month of employment and maintain certification throughout employment.

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