

Position Opening

Title: Region 7 East Adult Mental Health Initiative Planner

Posting Date: October 10th, 2016

Posting Closes: 4:00 pm on Friday, October 21st

Salary Range: \$50,000 plus a benefits package, a mileage reimbursement agreement and a work-from-home agreement

Please see more detailed information on the job description below.

Application Materials Requested:

A letter of interest, resume, three letters of recommendation and copies of any applicable licensures.

Please send application packets to:

Resource Training and Solutions
Attn: Susan Burris, Director of Education
137 23rd Street S
Sartell, MN 56377
sburris@resourcetraining.com

Questions may be directed to Susan M. Burris at 320-255-3236 (office) or (320) 248-4657 (cell)

Region 7 East Adult Mental Health Initiative Planner

POSITION DESCRIPTION:

This position provides professional advisory and service facilitation to the Region 7 East Adult Mental Health Initiative. Oversees and implements the coordination, development, and monitoring of the array of services authorized by the initiative to support persons experiencing serious mental health problems in order to achieve self-sufficiency and to enhance their contributions to the community. Direct management and oversight of this position is the Region 7 East Adult Mental Health Initiative.

This is a contracted position and the entity employing the individual is Resource Training and Solutions. Hours of work are generally Monday through Friday, 40 hours per week. It is a non-exempt position. There may be some evening and weekend work that is outside the core hours.

Pay Range: \$50,000.00 plus benefits

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These duties are not to be construed as exclusive or all inclusive. Other duties may be assigned and required.

- Provides program management of authorized services under the initiative.
- Works closely with Isanti County as fiscal host to monitor the overall initiative budget.
- Meet with vendors of service to monitor services overall and fiscal activities approved by the initiative.
- Develop and submit grant applications and reports.
- Provide data reporting on client services to the Department of Human Services.
- Arrange and conduct meetings as needed and appropriate.
- Attend the monthly Initiative Board Meetings. Also, planning meeting and budget meeting scheduled each year.
- Analyze past, present, and future trends and services demands. This would include development of goals and implementation of such goals as directed by the Initiative.
- Determine gaps in services and report findings to the initiative.
- Monitor service outcomes.
- Prepare contracts and addendums as needed.
- Assist with RFP's as needed.
- Identify and report inconsistencies/redundancies among services authorized by the initiative.
- Set up and arrange needed training as requested and required.
- Monitor public website and provide suggestions and feedback to the Initiative Board.
- Have direct contact with the Department of Human Services regarding issues that impact funding or services.
- Develop and maintain respectful and cooperative working relationships.
- Engage with consumers at focus groups to determine their desires/needs to ensure wellbeing/stabilization.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

Education and Experience

At least a Bachelor's Degree in Psychology, Social Work, Human Service Administration or a related field or Bachelor's Degree in a non-related field and three plus years of experience coordinating services, case management, or administration of programs. Has a strong knowledge of mental health issues.

Licenses and Certification

Minimum Abilities Required to Perform Essential Functions:

Physical Requirements

Must be able to exert moderate physical effort in light work, typically involving some combination of stooping, kneeling, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10 – 15 pounds).

Judgment and Situational Reasoning Ability

Must possess ability to handle confidential and data privacy issues appropriately.

Must possess ability to handle contentious issues appropriately.

Must possess ability to solve problems and determine appropriate course of action.

Must possess ability to interpret a variety of instructions furnished in written, oral, diagrams or schedule forms.

Must possess knowledge of Community Support Systems and human services resources.

Ability to negotiate contracts with community service providers.

Communication Skills

Requires the ability to communicate effectively and professionally with human services staff, other county employees, clients and the public.

Environmental Adaptability

Activities that occur continuously are: talking, hearing, using near vision, using effective interpersonal and time management skills.

Activities that occur frequently are: sitting concentrating, demonstrating analytical ability, verbal communicating, and working with interruptions.

Activities that occur occasionally are: standing, crouching, walking, using color vision, carrying and lifting up to 10 pounds, effective problem solving and organizational skills, and communicating in writing.

Activities that occur infrequently are: bending; squatting; crawling; kneeling; pushing; pulling; twisting; climbing staircases; climbing heights; reaching straight, above, and below shoulder level with both shoulders individually or at the same time; using fingers; handling; using both

feet; using far vision; depth perception; accommodation; peripheral vision, smelling, using creativity, carrying and lifting up to 24 pounds.

Equipment Utilized

Uses general office equipment including but not limited to: telephone, computer, printer, calculator, fax machine and copier. This position does require the operation of an automoto