



Position Title	Prevention & Engagement Coordinator
Wage/Salary Range	Coord 1
FLSA Status	Non-Exempt
Employment Status	Negotiable
Probationary Period	12 months
Training Period	2 weeks
Primary Location(s)	2370 Gable Road, St. Helens
Secondary location(s)	
Supervisor	Prevention Team Lead

Position Description Summary

This position is responsible for serving as a liaison with the Oregon Health Authority and the local system of care collaboratives of the North Coast region (Columbia, Clatsop and Tillamook County) This role supports SOC governance for the regions served and coordinates meetings and communications related to the SOC governance structure.

This System of Care (SOC) Coordinator will work with to support the SOC model. The SOC philosophy is grounded in the values of being family-driven, youth-guided, community-based, and culturally and linguistically responsive. These values are applied to service delivery, cross-community leadership, and policy decisions with the goal of keeping youth in their home communities. The SOC Coordinator works to support a community-based infrastructure by building meaningful partnerships with families, youth, and system partners who support youth in the community. This position routinely collaborates with system partners such as Coordinated Care Organizations, BH providers, school districts, juvenile justice, consumer and parent-led organizations, and human service programs. Supplemental tasks include monitoring and coordinating with local BH organization programs.

The successful candidate will be a highly motivated, self-starting individual who works well independently and as part of a team. This individual will be articulate, competent, highly adaptable to change, have the ability to multi-task efficiently and effectively, and demonstrate good judgment. This position calls for a personable yet professional presence, technical excellence, and the ability to learn and understand the scope and complexities of the BH and human service system. Routine job tasks for this position include: collaborating with youth, families, and community stakeholders; committee planning and meeting facilitation; evaluating community system strengths and needs; data collection and analysis; and project management tasks, such as writing grants and regulatory reports. Excellent problem-solving and facilitation skills a must.

Key Accountability Duty Statements

Systems of Care

- Coordinates and facilitate multiple regional meetings every month which includes tasks such as scheduling; planning the venue set up; creating agendas; taking minutes; maintaining charter(s); contracting for/arranging food and childcare; facilitating meetings
- Maintains the member list, including roster tracking and scheduling meetings to onboard new members.

- Collaborates with Portland State University and relevant SOC leaders in regions served relating to training schedules and technical support; respond to member questions and concerns.
- Ensures communication and follow-up among regional entities; tracks barriers to submissions, as well as outcomes.
- Creates, maintains, and updates a platform for management of documentation management including forms, charters, rosters, and workflows for SOC governance structures.

Key Accountability

Duty Statements

Essential Department and Organizational Functions

- Propose and implement process improvements.
- Meet deadlines for completion of workload.
- Maintain agreed upon work schedule.
- Demonstrate cooperation and teamwork.
- Provide cross-training on specific job responsibilities.
- Meet identified business goals that contribute to departmental goals.

Expectations for all staff include:

- Ability to work well with internal (coworkers, patients) and external (community partners) people is essential
- Utilization of agency tools and resources to maximize efficiency is critical (Google calendars, online order requests, email lists, etc.)
- Shall uphold the code of ethics in every interaction
- Shall represent CHS professionally by being prepared, arriving on time, being engaged in the activity, and communicating factual information
- Must pass all site reviews
- Take responsibility for requesting additional training needs immediately
- Expected to keep workspace functional, sanitary & presentable for others to use
- Attend monthly staff meetings and quarterly program meetings.
- Maintain strict confidentiality of all patient information at all times.
- Other duties as assigned.

Position Factors:

Minimum Education Level Required	Bachelor’s degree in a behavioral science field preferred
Minimum experience level required	3 years’ administrative or coordinator experience in behavioral health and/or social services
Medicaid knowledge	Experience working within a Medicaid managed care environment and/or working with vulnerable populations in community medical or mental health settings
Amount of supervision received by the employee	As needed, onsite by Supervisor

Analytical skill required	Ability to focus on and comprehend information, learn new skills and abilities, assess a situation and seek or determine appropriate resolution, accept managerial direction and feedback, and tolerate and manage stress.
Level and budget volume of financial responsibility/accountability	Work with Fiscal Manager annually to develop program budget. Quarterly budget meetings with Supervisor and Fiscal Manager.
Impact of actions carried by this position	By creating systems of meaningful partnerships between families, youth, and system partners, the notable impact will effect and maintain healthy community-based infrastructure.
Diversity and complexity of the supervision exercised	NA
Scope of the human resources impact of this position	NA
Level and Nature of internal contacts	Collaborate with co-workers
Level and Nature of external contacts	Community partnership development and engagement