



Community Action Collaborative Coordinator

The role of the Community Action Collaborative Coordinator position will be to facilitate the activities of the **Community Action Collaborative**. The Collaborative includes first responders, law enforcement, healthcare, behavioral health, and community agencies committed to the reduction of non-emergent 911 calls. Community Action Collaborative (CAC) is a partnership that was formed to create a systems change. The CAC Coordinator is a full-time 40 hour/week position. The CAC Coordinator reports to the CAC Advisory Board and directly to NCHA Director of Care Management. The CAC Coordinator's primary responsibilities are to build strategic relationships, conduct a variety of outreach activities, build the CAC program, and create the foundation of sustainability.

Knowledge / Skills / Abilities

- Excellent public speaking and presentation skills
- Ability to connect with others and forge strong relationships
- Highly organized, analytical, IT-competent – proficient in Microsoft Office programs and tracking databases
- Ability to perform several tasks concurrently, time management, and organizational skills.
- Ability to support, network and motivate staff, volunteers and clientele
- Ability to maintain confidential information
- Ability to organize and maintain detailed records; complete necessary paperwork and meet deadlines
- Spanish speaking a plus
- Cultural competence
- Strong written and verbal communications skills
- Able to manipulate normal business machines and technology. (i.e. ability to operate computer and computer systems, office copiers, fax, remote access, phones)

Education or Formal Training

- Bachelor's Degree or a minimum five years experience in care coordination and community collaboration.

Licensure/Certifications

- Valid Colorado Driver's License is required

Working Environment Physical Activities

- Light physical demands
- Must be able to work under stress of meeting deadlines and changing priorities
- Frequent contact with the public by phone and in person
- Sitting
- Standing
- Walking
- Climbing up and down stairs
- Bending and reaching

Job Responsibilities:

Community Action Collaborative Development

- Assist in the create and implementation of a strategic sustainability plan
- Work with CAC Advisory Board, Leadership and CAC to develop marketing plans to increase the community awareness of the CAC and create funding streams through grants and donations.
 - Assist with grant applications and marketing plan to generate funds
- Attend relevant community meetings; participate in relevant councils, roundtables and committees including the United Way Weld's Way Home.
- Schedule and personally conduct presentations
- Maintain relationships with collaborative partners and cultivate new ones. Maintain mission of avoiding duplication, fragmentation and a systems change to avoid unnecessary use of emergency services.

Oversight of Community Action Collaborative

- Establish meeting times and agendas for CAC, Leadership, and Advisory Board
- Work with community partners on completion of ROI and by name lists
- Work with community partners establishing educational programs for the community and CAC participants
- Manage databases and reporting functions working closely with all agency partners. Maintain data to assist with reporting requirements for all the partnering agencies.
- Supervise Community Health Care Managers

Organize and lead CAC meetings, case reviews and be lead in developing the community plans for prevention activities

- Organize diversion and prevention schedules with Greeley Fire and Greeley Police
- Work closely with Welds Way Home Coordinator to establish relationship to avoid duplication, provide needed data to Homeless Data Base.

Reporting

- Maintain records of data, to report prevention and diversion activities
- Develop and submit monthly reports including cost saving to Advisory Board

Responsibilities & Other Duties as Assigned:

- Provides other assistance as designated by Director to support the overall goals of the Community Action Collaborative
- Responsible for complying with NCHA Compliance Programs
- Provides input into development of policies and procedures
- Required to maintain strict confidentiality of patient records and communications.
- Meeting and training attendance
- Organize and manage projects as assigned

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.

The North Colorado Health Alliance was incorporated as a 501(c)(3) non-profit organization in 2002. The Alliance, based in the town of Evans in Colorado's Weld County, is a creative and strategic collaboration of partner organizations that are dedicated to cultivating the health of the communities they serve.

At the Alliance, we recognize that health does not begin or end with medical, dental, and behavioral health services. Health also

depends on features of the built environment and on a variety of social determinants that make it harder for many to resist the chronic illnesses of our times. Thinking globally, the Alliance acts locally and creatively to convene, integrate, and support community partners in our common effort to make northeastern Colorado the healthiest region in the healthiest state.