



# NORTHWEST HENNEPIN HUMAN SERVICES COUNCIL

*Research, Planning, and Coordination of Human Services*

## JOB DESCRIPTION

<b>POSITION TITLE:</b>	Program Coordinator, Chemical Health Program
<b>WORKING HOURS:</b>	Part Time 0.5 FTE Evenings and weekends as required.
<b>SALARY RANGE:</b>	\$23,000-26,000 annually for 0.5 FTE FLSA Exempt. Excellent pro-rated benefits package.
<b>REPORTS TO:</b>	Executive Director, NWHHSC
<b>STATUS:</b>	Open until filled
<b>ABOUT NWHHSC:</b>	NWHHSC is a joint powers agreement of 11 municipalities in NW Hennepin County responsible for the overall research, planning and coordination of human services for this area with great diversity in suburban, exurban and rural settings. NWHHSC does not provide direct services to people.
<b>JOB SUMMARY:</b>	This position involves implementing grant activities to address chemical health recovery maintenance and treatment gaps in providing local and culturally relevant support for Southeast Asians regarding chemical health awareness, use, abuse and sustaining sobriety. This position will be the primary grant contact during the duration of the 4-year grant, coordinate grant activities to ensure that grant requirements are met, maintain partner relationships, supervise contractors to meet grant requirements and work with member cities to address chemical health.
<b>GRANT SUMMARY:</b>	The project is a partnership between NWHHSC and two Southeast Asian nonprofit organizations which will have positions funded by this grant to serve the Southeast Asian community in Northwest Hennepin County by providing culturally relevant community-based chemical health support programs. Providing local support groups specifically serving Asians will remediate barriers that are limiting Southeast Asians' ability and interest in accessing treatment or recovery maintenance programs. By designing and delivering programs with cultural sensitivity for SE Asians, there will be increased awareness of chemical health issues, improved accessibility and effectiveness of treatment programs and establish a community based continuum of care to sustain sobriety will be established. The project builds the SE Asian community's capacity by training staff, community leaders, program volunteers, the general SE Asian community, family members of chemical recovery clients, recovering clients (empowering them to be a part of chemical health efforts), and community Chemical Health professionals to have increased knowledge of chemically health issues affecting SE Asians.
<b>DUTIES AND RESPONSIBILITIES:</b>	Manage grant requirements. Be the primary grant contact; coordinate grant activities, implement work plans; develop goals and timelines; negotiate and oversee contracts; prepare and manage budget and financial reports, maintain all program and financial related records and documents at the NWHHSC office, complete quarterly progress reports and grant application (renewals) for following years. Work with consultants to conduct community readiness assessment and annual evaluations. Build community relationships; coordinate and maintain partner network activities; manage contracts with community organizations to carry out this work with youth; negotiate and oversee consultant contracts; work with partners and their staff to develop program to meet grant



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requirements. Coordinate monthly partner meetings, ensure grant activities by each partner are in a coordinated and strategic effort, monitor program activities so they are done in a timely and effective manner and organize all payment/ reimbursement/mileage and other such forms, including partner receipts and reimbursements. Update program section on website, prepare community education presentations/activities. Continue to build on healthy community efforts with member cities. Other duties as assigned.

## **EDUCATION AND EXPERIENCE:**

Minimum of three years experience or educational equivalent in program planning and program management. Demonstrated experience coordinating state grants and working with diverse populations. Demonstrated experience working on chemical health, community health or with health organizations. Must be a licensed health professional. Bachelor's degree or comparable experience in program management, nonprofit management, public health, health education or related area. Master's degree preferred.

## **KNOWLEDGE**

community partnerships, coalitions, and developing collaborative efforts; building

## **REQUIREMENTS:**

### **Demonstrated knowledge and experience managing AND SKILLS**

community health initiatives; supervision. Strong project coordination and management skills. Demonstrated experience in program budgeting, financial management and reporting. Ability to execute work plan, work independently, manage time well and undertake assignments with little supervision as established in the work plan. Demonstrated experience working with diverse populations. Demonstrated cultural competence working with Southeast Asians. Knowledge of community health issues. Knowledge in chemical health a plus. Demonstrated ability to set and manage multiple priorities and exercise judgment to effectively manage multiple tasks to meet deadlines. Effective written and verbal communication and ability to speak publicly. Ability to speak Hmong and/or Lao a plus. Excellent interpersonal skills and ability to interact with diverse audiences. Licensed health professional a plus. Open communication with supervisor and colleagues. Professional demeanor with ability to work with diverse community leaders and clients. Team player with ability to lead when situation requires. Proficient with Microsoft Office suite (Word, Excel, Power Point, Access, Outlook). Knowledge and experience in working with diverse populations. Familiarity of northwest Hennepin area a plus. Need own car and proof of valid driver's license and insurance.

## **TO APPLY:**

**Must complete agency application form and pass background check. Application available at [www.nwhhsc.org](http://www.nwhhsc.org)**

No Phone calls please.

**Application Deadline July 21, 2008 at 4:30pm**

Email, mail or fax agency application, cover letter and resume

To: Human Resources

[humanresources@nwhhsc.org](mailto:humanresources@nwhhsc.org)

Northwest Hennepin Human Services Council

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