

SUBJECT: JOB/POSITION IDENTIFICATION

JOB/POSITION TITLE: Coordinator Assistant / Early Childhood Collaborative
Non-Exempt / Full-Time

SUPERVISOR'S TITLE: HealthyMINDS Coordinator

POSITIONS SUPERVISED: None

Summary

Work under the direction of the Buffalo County Community Partners Behavioral Health Collaborative Coordinator to support the work of the early childhood strategies engaging community stakeholders, elevating early childhood needs, supporting local child care providers/directors and supporting evaluation of programs.

Major Accountabilities

1. Performs work with a positive attitude that reflects sensitivity and commitment to serving the needs of a diverse organization. Performs all other duties as assigned.
2. Supports the work of Buffalo County Community Partners by embracing collaboration and partnership building reaching out to volunteers as a customer centered team member working toward Buffalo County 2030 Vision.
3. Support the work of early childhood within the Behavioral Health Collaborative by making developing trust and connections with early childhood providers, coordinating meetings and trainings, planning and facilitating monthly meetings, recording minutes, and connecting strategies across the early childhood sectors in the community.
4. Support the work of behavioral health coordinator with specific programs as assigned; ensuring efficacy of pyramid trainings and coaching models with children birth to 8 years of age.
5. Gain and understanding of collective impact models for community change and work with other staff and volunteers interested in improving behavioral health by attending meetings as needed to provide technical assistance, facilitation and strategic planning.
6. Provide administrative functions, as assigned.
7. Work to understand and integrate community efforts to meet the goals of the 2030 Vision.
8. Serve as a part of a customer service team to the volunteers and donors by answering phones, taking messages, greeting customers, and making referrals.

Job Qualifications

1. Willingness to maintain the standards, carry out the purpose, and adhere to the policies of Buffalo County Community Partners, including federal, state and local grant policies and HIPPA requirements.

2. Bachelor degree is required; early childhood, social work, behavioral health, organizational management, family studies, health promotion.
3. Ability to prioritize work, and meet deadlines as required.
4. Experience with or ability to learn Microsoft Office programs.
5. Employs core values and guiding principles to improve the design and delivery of social and emotional training for children and families.
6. Skills preferred; listening, openness, communication, organization, connectedness, trauma informed, diversity and inclusion informed.
7. Experience in grant writing, community organizing, program budgeting, behavioral health systems, organizational management, statistics, evaluation, and behavioral health programing.
8. Ability to travel locally, in-state and out-of-state. Vehicle and valid driver's license for work related travel. Carry at least \$300,000 in automobile liability coverage.
9. This work necessarily involves sitting for extended periods of time, looking at computer monitor and typing on keyboard.
10. This work may also involve lifting and carrying boxes and other loads of up to approximately 25 pounds.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of this position. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Buffalo County Community Partners does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.