

WOOD COUNTY ADAMHS BOARD

An Equal Opportunity Employer

POSITION DESCRIPTION

DRAFT

Office/Agency:	Wood County ADAMHS Board	Employee Name:	
Class Title:	Systems Navigator	Position Title:	Systems Navigator
Class Number:		Travel Required:	
Dept./Div.:		Civil Service Status:	Unclassified
Unit:		Employment Status:	Full-time In Office
Reports To:	Director of Criminal Justice and Compliance	FLSA Status:	Exempt-Administrative
Pos. # of Supvr.:		Pay:	\$55,000-75,000
QUALIFICATIONS: An example of acceptable qualifications:			
<p>Licensed Social Work or Licensed Professional Counselor required, Master's degree and independent license preferred. Experience within the Mental Health field required, preferred experience in crisis-based services and treatment. Experience in developing and/or maintaining community partnerships preferred.</p> <p>Serves as the liaison between the Board and the greater community for behavioral threat assessment and management.</p>			
MINIMUM ACCEPTABLE CHARACTERISTICS:			
<ul style="list-style-type: none"> a. Ability to plan, direct, implement, and organize a broad diversity of constituencies towards common goals of Wood County ADAMHS Board. b. Proven excellent written and verbal communication skills. c. Outstanding planning and organization skills, ability to manage multiple responsibilities and prioritize. d. Demonstrated record of independent work, problem solving, time management and achieving results. e. Ability to work evenings and weekends when necessary. f. Computer skills, especially hands-on working knowledge of Microsoft products such as Word, Power Point, Excel, and Outlook. Working knowledge of graphic programs. g. This position requires creativity; strategy development and implementation; design, development, and implementation of new ideas/approaches; strong managerial and organizational skills. 			
LISCENSURE OR CERTIFICATION REQUIREMENTS:			
None.			

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

General Office Equipment and Audio-Visual Equipment

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIIONS:

The employee is exposed to and must negotiate, use, or work with or in the vicinity of: General office equipment, noise, lighting, eye strain, ergonomics, electrical hazards, trip hazards, exits, stairways, ramps, shelving, portable fire extinguishers, and work with the general public. Ability to transport oneself or arranges for transportation throughout the County and State.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Principle Activities

- a. Cultivates and maintains relationships with providers, public agencies, and other agencies in order to promote and assure ongoing education and development.
- b. Coordinate, facilitate, and take minutes at various meetings and training session including Behavioral Threat Assessment and Management Teams.
- c. Coordinate system wide trainings.
- d. Prepare written summaries and reports regarding program activities.
- e. Assist in identifying, researching, and reports regarding program activities.
- f. Manage calendar of system-wide education, prevention, and outreach services for the system of care.
- g. Coordinate and support system wide teams that provide Behavioral Threat Assessment and Management to the community and school-based teams.
- h. Maintains confidentiality and complies with Health Insurance Portability and Accountability Act (HIPPA)
- i. Other duties as assigned by the Executive Director and/or Director of Compliance.

ESSENTIAL FUNCTIONS OF BOARD STAFF

1. Audits

- a. Assist in conducting annual required audits of provider agencies.
- b. Assists with development and oversight of corrective actions plans as needed.

2. Strategic Plan, Mission and Values, Community Assessment and Plan (CAP).

- a. Assist and participate in collection of data, analysis of data and develop of CAP and strategic plan.
- b. Maintain knowledge of CAP, Strategic Plan, Missions, and values and represent these within the community.
- c. Work internally and with contracted providers to promote and achieve CAP and Strategic Plan goals.

3. Event Management

- a. Assist with planning and participation in events hosted/attended by WCADAMHS and special initiatives (examples: Homelessness Coalition, Suicide Prevention Coalition, Addiction Response Coalition, etc.)

4. Records Retention

- a. Maintain knowledge of records retention policy.
- b. Keep all personal files, emails, and Teams updates according to the records retention schedule.

5. Grant Writing and Management

- a. Identify grant opportunities that fit the Wood County system of care.
 - b. Participate in grant writing efforts by the Board, in collaboration with contracted providers.
6. Performs such other relevant duties as the Executive director may request.

Accountability

Accountable for Wood County ADAMHS Board website, printed materials, presentation materials for board meetings, trainings, and community presentations; planning/promoting events. Campaigning for all Wood County ADAMHS Board Levies. Maintaining positive relationships with all media outlets, elected, and appointed public officials, constituencies, and the private sector, and representing the Board in various system-wide and/or special initiatives.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed both the Cover Page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.



Approval of Appointing Authority:		Date:	
Employee Signature:		Date:	