



<b>Job Title:</b>	Headwaters Coordinator	<b>Travel Required:</b>	Yes w/personal vehicle
<b>Department-Funded:</b>	Health Department - County	<b>Position Type:</b>	30-40 hrs./week + full benefits
<b>Location:</b>	1203 5 <sup>th</sup> Ave. East, Superior, MT	<b>HR Contact:</b>	Kasey Feasel
<b>Office Type:</b>	Shared	<b>Hours:</b>	Flexible, some non-traditional hours required
<b>Accountable To:</b>	Health Department Director, Community Health Specialist, and County Commissioners		
<b>Applications Available:</b>	Mineral County Courthouse Clerk & Records Office in Superior or online at: <a href="http://co.mineral.mt.us/departments/human-resources/">http://co.mineral.mt.us/departments/human-resources/</a>		
<b>Submit Application &amp; Resume:</b>	<b>Email:</b> <a href="mailto:kfeasel@co.mineral.mt.us">kfeasel@co.mineral.mt.us</a> or <a href="mailto:jdonovan@co.mineral.mt.us">jdonovan@co.mineral.mt.us</a> <b>Mail:</b> Mineral County Health Department, PO Box 488 Superior, MT 59872 <b>In Person:</b> Human Resources Department in the Clerk & Records Office located at the Mineral County Courthouse in Superior or Mineral County Health Department at 1203 5 <sup>th</sup> Ave East, Superior, MT 59872		

**Job Description:**

**Roles and Responsibilities:**

Mineral County Health Department, in partnership with Headwaters Foundation, is working to improve early childhood outcomes in Mineral County. This multi-year initiative will engage local communities throughout western Montana, as well as statewide, in advancing early childhood outcomes in three areas: healthy pregnancies, positive parenting, and school readiness. The 0-5 Strategic Initiative consists of support for local collaboratives, a state program office and policy/strategic communications.

**Overview of Role:** The Headwaters Coordinator is a full-time position with benefits. The position will play a critical role in the development and implementation of the local collaboration’s work plan. Working in close coordination with the Mineral County Health Department, the local early childhood collaboration leadership and workgroups, and with other local community coordinators in the region, the Headwaters Coordinator will be responsible for ensuring the initiative advances by keeping all parties organized and moving forward.

**Activities include, but are not limited to:**

- Support and model behaviors consistent with the mission, vision, and values of the Mineral County Health Department
- Adherence to health department and county policies, procedures and processes
- Ensure that the Public Health Core Functions and 10 Essential Services guide practice
- Collaborate to lead successful design team, steering committee, working group efforts
- Provide staff support to assigned working groups
- Help establish and model clear expectations and desired outcomes with partners/team members through the development and operation of working groups
- Ensure regular communication occurs between collaborative, community members and the initiative regarding the effort
- Continuously champion goals and maintain relationships with partners, stakeholders and community members to advance the success of the collaborative
- Serve as primary point of contact with state program office; help to identify and coordinate research, policy, data and other needs on behalf of the collaborative

- Follow policy and processes to maintain established budgets, timelines and other internal systems to track and monitor progress to ensure success
- Maintain professional development and seek out innovations in the industry to bring best practices to the collaborative and to the Initiative
- Maintain current contact information at all times
- Other duties as assigned

**Qualifications and Education Requirements:**

- Bachelor's degree or a minimum of five years equivalent experience in Public Health, Health Policy, Social Work, Human Services, Early Childhood Development or a related field
- Three to five years of progressively responsible experience related to the duties of this position
- Understanding of community organizing, project management, strategic planning, communications and/or organizational/systems dynamics
- Efficient, high-capacity self-starter who thrives in a fast-paced work environment
- Outstanding interpersonal skills. Ability to quickly establish trust and rapport with professional and community stakeholders; comfort addressing politically sensitive health and policy questions with tact and poise; demonstrated talent for forming and leading partnerships between diverse stakeholders working toward a common goal
- Outstanding communication skills. Comfortable with public speaking and public presentations, comfortable working with local community collaborations
- Ability to travel regularly to local communities for meetings, trainings and workshops
- Ability to collaborate and contribute to a close knit, supportive team environment, and work with people and organizations of diverse backgrounds, experiences and cultures
- Must have a valid driver's license and access to a vehicle with insurance

**Preferred Skills:**

- Customer service orientation
- Confidentiality
- Communication skills - written and verbal
- Integrity
- Prioritizing, planning and organizing
- Problem assessment and problem solving
- Information gathering and monitoring
- Attention to detail and accuracy
- Flexibility & adaptability
- Teamwork oriented

Mineral County is an equal opportunity employer. Mineral County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.