

Northeast Service Cooperative
Mt. Iron, Minnesota

Job Description

Job Title: Mesabi Behavioral Health Network Coordinator

Supervisor: Behavioral & Mental Health Services, Regional Manager

About NESC: Established in Minnesota Statute 123A.21, the Northeast Service Cooperative helps build, sustain and recreate rural infrastructure and enterprise in education, technology, health care and economic development. Winner of several national awards for innovation, NESC serves and supports 108 member schools, colleges, cities, counties, state agencies, service agencies, health care providers, regional consortia and others. An independent, regional, public initiative, NESC often develops and delivers its services through collaboration between and among boards, staff, members and colleagues as well as public and private partners.

Summary: This position facilitates and supports the HRSA-funded Better Together Behavioral Health Network (BTBHN) Project and the Mesabi Behavioral Health Network (MBHN) in Virginia, Hibbing, and surrounding communities. The MBHN Project's community network exists to foster cross-sector collaboration to support mental and chemical health of individuals and families. The MBHN Coordinator works under the guidance of the NESC Regional Manager to support the MBH Network.

Duties and Responsibilities:

Responsible to the MBHN Project under the guidance and support from the Better Together Behavioral Health Network Administration.

- Oversee the MBHN Project workplan to ensure deliverables are met as outlined in the proposal.
- Participate in monthly meetings with Project Director, Project Manager, and Project Evaluator to review progress of workplan.

Responsible for fostering member engagement, promoting productive interactions among all MBHN members, in order to maintain a strong and sustainable Mesabi Behavioral Health Network.

- Promote cross agency collaborative team model to build support among professionals and policymakers.
- Identify existing collaborations and facilitate partnerships between the multiple community and regionally based health, mental health, and social services providers.
- Act as liaison among agencies both within and external to the Mesabi Behavioral Health Network.
- Coordinate the development, implementation, and ongoing activities of the Mesabi Behavioral Health Network and its workgroups.
- Facilitate monthly MBHN Network meetings, along with workgroup meetings: develop agenda and manage communications, including meeting invitation and minutes.
- Organize annual Mesabi Behavioral Health Network strategic planning meeting and monitor progress toward workplan goals and objectives.
- Facilitate development and implementation of the Mesabi Behavioral Health Network strategic, sustainability, and business plans.
- Support Administrative Team in completion of data entry and report creation for performance management processes, board meetings, and network presentations.

Performs other duties as requested, required and/or assigned.

Other Considerations:

Works flexible hours within agency policy and guidelines.

Commitment to on-the-job training and improvement in the performance of job duties and responsibilities

Qualifications:

Baccalaureate, Associates degree, or commensurate work experience.

Demonstrates group presentation skills and conducts productive meetings.

Excellent written & oral communication, organization, and time management skills.

Experience working with multi-stakeholder groups and or teams.

Familiarity with behavioral health, healthcare, and other community services.

Grant writing experience preferred.

Proficiency in Microsoft Office products and various virtual meeting platforms.

Physical requirements:

Mobility among workstations, within campus setting and among regional members, partners and vendors.

Able to lift items designed to be safely lifted by an adult.

Estimated length of time required for new entrant to achieve acceptable level of proficiency:

Six (3) months

Compensation:

This is a 0.5 FTE position, funded up to \$30/hour, with a comprehensive benefits package offered through June 2024 by an HRSA Federal Office of Rural Health Policy Network Development Grant awarded to and managed by St. Louis County.