

**Job Title: Coordinator**

Reports to: *Co-Chairs*

Office Hours to be held: 7/27, 8/1, 8/5; sign up at [Calendly](#)

Date updated: 7/21/2022

Resume Review Begins Week of: 8/8/2022

**Morgan County Interagency Oversight Group Overview:**

The Morgan County Interagency Oversight Group, (IOG), is a Collaborative Management Program funded by the state of Colorado. It was established in Morgan County in 2008 as a way to support youth and families who are working with multiple agencies or at risk for working with multiple agencies and who are at risk for truancy, drug and alcohol abuse, behavior issues, mental health issues and more.

**Trailhead Institute Overview:**

Trailhead Institute is a public health institute whose mission is to advance innovation and collaboration in public and environmental health. With this in mind, the **Coordinator** will work with the Trailhead team to further both of the organization's mission and to operate in accordance to our organizational drivers of collaboration, capacity and justice. Furthermore, this position will ensure that a focus on inclusivity, diversity, and equity is incorporated throughout all components of this work.

**Job Description:**

The **Coordinator** collaborates directly with the elected executive advisory board to provide overall direction and leadership of the organization in pursuit of its stated mission. Provide case coordination, project management and data management for the Morgan County HB 1451 Collaborative Management Program. Work includes but is not limited to:

- The Crossover Youth Practice Model
- Family and Community Team (FACT) Conferences for High Fidelity Wraparound
- Human Trafficking Victims
- Identity Based Violence
- Permanency Round Table
- Homeless Youth and Runaway
- Strategic Planning
- Program Development
- and Facilitation of the IOG initiatives

The **Coordinator** will report to the **Co-Chairs** at Morgan County Interagency Oversight Group and the **Director of Projects and Partnerships** at Trailhead. The Coordinator is responsible for the overall planning and operation of the organization while providing leadership, direction, and support to the Board of Directors. Collaboratively serve Morgan County's youth and families in an efficient and effective way by assisting each person to build upon their own individual and collective strengths, breaking down barriers and providing the right services at the right time, with the goal of autonomy within the family structure. To work together to fill in the gaps in the service continuum, reduce duplication and fragmentation, and aid in the successful completion, or prevention of system involvement. This position is classified as an **Assistant** position at Trailhead.

### Responsibilities:

- Assess and process all referrals received from any of the following systems: mental health, Department of Youth Services, Morgan County Department of Human Services, Juvenile Justice (including Pre-Trial and Probation), Morgan County Schools, or other systems as may be approved for inclusion.
- Maintain a multi-disciplinary team's process of assessment and treatment goals with clients and youth targeted through HB 1451 and Crossover Youth Practice Model which takes place during FACT conferences, Strategic Planning or Family Engagement meetings.
- Provide case management and care coordination with providers of service including, but not limited to family members, Human Services caseworkers, probation officers, CYDC staff, legal representatives, school personnel, primary care physicians, and other mental health and community partners.
- Maintain the annual budget is funded and the organization has adequate cash flow.
- Create and maintain budgets for all funding streams.
- Maintain financial records in accordance with the fiscal sponsor.
- Coordinate and assist in the facilitation of the IOG Executive and Group meetings.
- Annually complete or review a Memorandum of Understanding, IOG by-laws, IOG annual reports and maintain a database for all youth served within the fiscal year.
- Perform other duties as assigned.

### Skills & Key Characteristics

- Requires a bachelor's degree in program administration or human services or 4-8 years of applicable work experience working with youth, families and/or community partnerships.
- Expected to demonstrate strong customer service focus, effective communication and professionalism with consumers, co-workers and outside personnel in order to provide high quality services and to enhance community relationships.
- Demonstrate initiative, organization, and flexibility. Work involves collaboration with Directors of Human Services, Probation, CYDC, School District, Judicial and other CMP stakeholders.
- Clinical expertise in assessment and community systems and resources are helpful.
- Experience working with youth, families, and professionals within the child welfare, juvenile justice, education, and mental health systems are helpful.
- Experience in program development, data and budget analysis and grant writing helpful.
- High level of computer competency required.
- An understanding and experience in program development and evaluations is preferred.

This is a **full-time, non-exempt, hourly** position. Hiring salary range for this position is \$40-\$45K. Trailhead Institute offers a generous benefits package including health, dental, vision, life, short-term and long-term disability, and a 401k with employer match.



**To Interview Us:** We will be holding **three office hours** during the two-week application period. This offers you an opportunity to schedule a 15-minute call and ask any questions regarding the job announcement or about either **Morgan County Interagency Oversight Group** or Trailhead as this role would be working closely with both organizations. If you are unable to make it to the scheduled office hours, check out our [MCIORG Coordinator Q&A](#). Sign up at [Calendly](#).

**To Apply:**

- Send a resume
- Send a reference list including name, job title, contact info (phone & email)
- and, **in lieu of a cover letter**, please answer the following questions in no more than one page:
  1. Tell us why you're attracted to this job and Trailhead Institute.
  2. What experiences do you want to share that you would bring to this role?
  3. What other (lived) experiences should Trailhead Institute know about to understand how you approach this work?

Submit all application materials via email to [trishm@nchd.org](mailto:trishm@nchd.org) with the subject "Coordinator".

Applications will be accepted until the position is filled, but full consideration will be given to complete applications received by 8/5/2022. Review of applications will begin the week of 8/8/2022. Only electronic submissions are accepted.

This is a LIMITED SERVICE position. The funding for this position is provided by an annual state award and is dependent on the successful completion of deliverables. Full-time employment is anticipated through **06/30/23** with the optimism that the position will remain funded as long as deliverables are met.

Morgan County Interagency Oversight Group and Trailhead Institute are dedicated to providing equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job, without regard to age, sex, race, color, veteran status, religion, disability, sexual orientation, gender identity, marital status or national origin. Trailhead Institute welcomes applications from all communities, educational backgrounds and life experiences, particularly from people of color, people within the LGBTQI+ community, immigrants or refugees, people with disabilities, and people from low- or moderate-income backgrounds.