

Freeborn County Family Services
and Children's Mental Health Collaborative Coordinator
Roles and Responsibilities – Job Description

Duties and Responsibilities:

- Problem solving and innovations in an effort to continually improve service and program delivery
- Unite many sectors together to change systems
- Research issues, questions, and options to present to the Board/committees for considerations.

General:

- Acts as the spokesperson for organization
- Executes Board-approved policies
- Directs and oversees short- and long-term strategic plans including sustainability
- Organizes, manages and attends all Board and committee meetings
- Provides leadership to the Collaborative
- Builds and maintains relationships to garner new opportunities including seeking and applying for grants
- Actively engages Collaborative Board members, committees, partner organizations, and funders
- Develops, maintains, and supports a strong Governing Board; seeks and builds Board involvement

Administrative:

- Works with the Collaborative Board on policy issues by providing support and initiating approved recommendations or actions, in accordance with the governance agreement and by-laws.
- Ensures compliance to standards in accordance with all government legislation, regulations and guidelines pertinent to the organization, such as state policies and statutes, governance agreement, by-laws, etc.
- Recommends to the Board changes to policies and procedures that would improve the organization
- Maintains an effective and productive home office environment, if applicable
- Maintains and submits all reports and records as requested or required by law to appropriate government officials or the Collaborative Board
- Develops and implements operational plans, policies, and goals that further strategic objectives with Board approval
- Ensures ongoing local programmatic integrity, program evaluation, and consistent quality of finance and administration, communications, and systems
- Recommends timelines and resources needed to achieve the strategic goals
- Coordinates, plans, facilitates all Collaborative Board and committee meetings including agendas, minutes and financials

- Collects and brings funding requests to the Collaborative Board for consideration and action
- Maintains Board member term list and ensures documented appointment and representation by each member party to the Collaborative Board of Directors
- Updates and maintains Board member orientation materials
- Provides new Board member orientation

Community/Member Engagement:

- Maintains website and social media accounts
- Coordinate community engagement and other media updates as applicable
- Plans and/or participates in Board approved community events
- Supports member party program initiatives in accordance with the Collaborative's mission
- Stays informed of community resources including attending meetings applicable to the work of the Collaborative

Financial:

- Maintains full awareness of the complete financial, statistical, and accounting records of the organization
- Ensures that operating results established in the annual budget are achieved and the control of operating expenses remain within budget
- Ensures the accuracy, integrity, and timeliness of all financial accounting and reporting
- Works closely with fiscal agent to ensure accurate budget, revenue and expenditures
- Ensures the preparation of the annual budget for Board approval along with budget sub-committee
- Manage and ensure payment of invoices
- Tracks In-kind contribution of member parties

Local Collaborative Time Study

- Acts as Local Collaborative Time Study (LCTS) Coordinator
- Acts as liaison with the State Coordinators
- Recruits, screens, and provides training on Code References for new LCTS/LTSS participants, maintain and update LCTS/LTSS participant database
- Validates Random Moments
- Updates participant list and sends to Site Coordinators, as required
- Attends statewide county collaborative meetings
- Meets with all School District, Public Health, and Corrections Site Coordinators in the fall to update LCTS participants lists
- Completes required documentation, trainings and meet's deadlines.