

La Plata Youth Services

La Plata County Collaborative Management Program (CMP) Coordinator

(Full-time, Salaried, Exempt)

Reports to: La Plata Youth Services Executive Director

The LPC CMP Coordinator's primary responsibility is to provide the necessary monitoring and leadership to ensure the ongoing sustainability and vitality of the La Plata County Collaborative Management Program (CMP), comprised specifically of:

- La Plata County IOG, the CMP Interagency Oversight Group for La Plata County;
- School, judicial, and Family Engagement ISSTs for La Plata County;
- Community-in-Schools Partnership Program, a CMP prevention program;
- Radical Possibilities Mentorship Program, a CMP prevention program;
- School Based Restorative Practices, a CMP prevention program;
- Truancy Diversion, a CMP prevention program;
- As well as additional ISST and prevention programming identified through the strategic planning and MOU processes and direction of the LPC IOG.

As a collaborative position, the La Plata County CMP Coordinator is employed by La Plata Youth Services, and is directed by the LPC IOG. The CMP Coordinator supports the development and implementation of community-based youth service programming, providing effective, multi-system responses to youth struggling with significant, adverse barriers to positive school, community, and social engagement. These goals are accomplished by prioritizing collaboration with multiple youth-serving partners in La Plata County and the 6th Judicial District, supervision of CMP staff, and through the monitoring and leadership of established programming. The objective of the La Plata County CMP is to develop community-based programming, which utilizes a strengths-based, trauma-informed, and culturally-responsive continuum of services designed to improve school and community engagement, reduce negative behavioral incidents, improve personal resilience, and strengthen short and long-term supports.

ESSENTIAL FUNCTIONS

A. Manage the Integrated Service and Support Team (ISST) and coordinate services for youth who are engaged in La Plata County CMP programs, including:

1. Oversight and management of La Plata County's CMP (HB-1451) MOU and corresponding La Plata County ISSTs with respect to partner agency programs, services outlined in the MOU, and strategic and action planning.
2. Oversight of High Fidelity Wrap-Around Program and COACT partnership.
3. Facilitate Integrated Service and Support Team (ISST) reviews.
4. Schedule routine meetings with representatives of multi-system CMP Prevention Programs to engage in information sharing and programmatic updates.
5. State reporting related to the full continuum of CMP services.
6. Financial, data and evaluation, and quality assurance oversight of the full continuum of CMP services.

B. Provide budget and contracts oversight and management:

1. Collaborative Management Program/HB-1451.
2. Additional contracts and agreements with partner agencies and providers, as needed.
3. Identify, monitor, and promote opportunities to collaboratively blend funding streams.

C. Provide Staff Development and Supervision:

1. Direct supervision of COACT-Shiloh House AmeriCorps VISTA Member.
2. Direct Supervision of ISST Family Meeting Advocate.
3. Team training and ongoing professional development.

D. Interface with Community Partners and Members:

1. Educate, update, and respond to requests of community partners and other community members.
2. Program and partnership development.
3. Identify and develop networks with potential additional partners.
4. Represent program to community partners and members.

E. Provide administrative/management including:

1. Attend administrative team meetings of partner agencies and cross agency administrative meetings as requested.
2. Facilitate ISST and IOG planning/action teams.

F. Represent La Plata County CMP to State Agencies and Partners through:

1. Statewide CMP Steering Committee.
2. Statewide COACT Community Meetings.
3. LPC IOG meetings and workgroups.
4. Presentations as requested by grantors and community organizations (incl. conferences, webinars, site visits from other communities).
5. Consultations in program development with other communities.

G. Provide program evaluation & data monitoring:

1. Oversight of CMP data collection including partner data and outcomes reporting.
2. Ensure regular reporting to partner agencies, grantors, and other key stakeholders, including CMP Annual Report, ETO database entries, and MOU.
3. Monitor that appropriate services are in place to support access to and continuity of care, cultural competence, high quality outcomes, and efficient use of resources.

H. New Program Development & Special Projects:

1. Support La Plata County CMP's continuous program improvement through ongoing assessment of the strengths and challenges of programs/services, identifying gaps in services/systems, and developing strategies and programs to address those needs that are identified.

2. Use both qualitative and quantitative data to continually monitor, ensure and report on CMP outcomes in meeting the needs of diverse consumers across the continuum of care.
3. Track and report blended funding streams and MOU details such as performance measures and process measures.

I. Leadership & Collaboration:

1. Demonstrate leadership that fosters collaboration across partner agencies.
2. Work with partner agency supervisors and administrators to bridge communication, pre-empt, and resolve conflicts as they arise.
3. Ensure that strategic planning and priority setting processes are in place and monitor that activities of CMP staff and partnerships are aligned with strategic goals and priorities that are consistent with the La Plata County CMP's goals and objectives.
4. Provide consultation and program development to new program initiatives as identified by the LPC IOG and ISST Core Team.
5. Promote teamwork, sustain an aligned and energized work force, promote communication and provide team direction across all CMP programming.

J. Supervisory Duties:

1. Supervise CMP staff to ensure high quality, effective, and efficient work.
2. Provide administrative support and leadership to ensure effective team management within the designated budget.
3. Establish and clarify expectations, provides on-going coaching and feedback, and participate in employee review processes. Motivate and value staff around performance excellence, professional development, and participation in meetings and committees.
4. Manage performance concerns as applicable.
5. Identify training needs and provides/arranges training on relevant topics necessary to an effective and efficient functioning of team.

In addition, the LPC CMP Coordinator must possess a variety of professional practical skills. In brief, these are as follows:

- Knowledge of the school-to-prison pipeline and social programs, interventions, and systems supporting positive youth development;
- Commitment to social justice including addressing inequities created by systems and policies that create barriers to the well-being and opportunity for youth that have marginalized identities including youth of color, young individuals from lower socioeconomic status (SES) families, and those that identify as LGBTQI+.
- Able to work with both youth and adults with a respectful and non-judgmental attitude;
- Experience working with people of diverse backgrounds, perspectives, and cultures;
- Excellent management skills – managing all levels of staff, managing functions and processes, the ability to motivate staff to excellence, and work planning and organizational skills; Solid knowledge of evidence-based practices approaches;

- A team and customer orientation, including the ability to work collaboratively with multiple disciplines and stakeholders.
- Knowledge of and ability to work in collaboration with other human service agencies;
- Strong interpersonal and communications (written and verbal) skills;
- The ability to interact in a professional, positive, and effective way with all levels of personnel within and outside the CMP partnerships;
- The ability to conceptualize and explain program development, evidence-based practice, resource management, management and data reporting, etc.;
- Leadership skills, including the ability to lead change in a positive, proactive, and collaborative way;
- Decision-making ability: critical/analytical thinking, the ability to use data and information to make sound and timely business decisions and to recommend actionable decisions to the LPC IOG, the ISST Core Team, and the LPYS Executive Director;
- Strategic and long-range planning abilities, including budgeting;
- Excellent project management skills including ability to manage multiple interrelated projects;
- Change management skills and experience preferred; and
- Strong computer skills and ability to learn and incorporate necessary new skills, e.g., Excel, PowerPoint, Salesforce CRM.

MINIMAL REQUIREMENTS/PERFORMANCE STANDARDS

- A. CUSTOMER FOCUS (CLIENTS AND PARTNERS)
- B. STRATEGIC THINKING AND LEADERSHIP
- C. CLIENT ADVOCACY AND VOICE
- D. COMMUNITY BUILDING AND ENGAGEMENT
- E. PROGRAM DEVELOPMENT AND IMPLEMENTATION
- F. SOCIAL JUSTICE LITERACY AND ADVOCACY
- G. PARTNERING/COLLABORATION
- H. COMMUNICATION
- I. FACILITATION
- J. CONSENSUS BUILDING
- K. CULTURAL COMPETENCY
- L. CLINICAL KNOWLEDGE
- M. CREATIVE PROBLEM SOLVING
- N. FUNDRAISING AND PROMOTION
- O. FISCAL AND BUDGET MANAGEMENT
- P. MENTORING AND SUPERVISORY SKILLS

EDUCATION REQUIREMENTS

Master's Degree in Psychology, Social Work, Counseling, or Related Degree preferred.

Compensation: This is a regular salaried, 1.0 FTE, exempt position. **Annual Salary:** \$46,058. **Benefits:** Vacation, sick leave, health insurance monthly stipend (paid as additional taxable income), simple IRA, annual wellness benefit, Employee Assistance Program (EAP), and mileage reimbursement.

Background Checks: All staff must participate in a child abuse registry check, Colorado Bureau of Investigation check, and driving history check. Staff must also show proof of auto insurance and submit a copy of diploma or certificate of training.

If you are interested in employment with La Plata Youth Services, please submit a completed application, resume, and cover letter to our office at 2490 Main Avenue. Application can be accessed from the La Plata Youth Services website: <https://www.lpys.org/employment>. You may also fax or e-mail the application to katy@lpys.org.

Applications due by: February 19, 2021.