Community Coordinator-Thrive Initiative
Job Description

Department	**Health Services**
Reports to	**PH Administrator**
Warren County Pay Grade	**17/1**
Starting Pay	**$35.30hr**
Benefits	**Health Insurance, Dental Insurance, Vision Insurance, IPERS**
FLSA Status	**Non-Exempt**
Approved by	**Warren County BOH, Warren County BOS**

Position Summary

This is a full-time grant funded position to oversee the Thrive Iowa Initiative on behalf of the Warren County Health Services, Public Health Department. The ideal candidate for this role is an engaged, energetic, and respected community member who can be primarily responsible for the implementation and execution of the Thrive Iowa initiative in the community- doing everything from organizing monthly alliance meetings to providing service to clients. The ideal candidate will have a history of social services, work in the community and is highly organized and relational. The coordinator shall provide reflective supervision and ongoing support to Navigators to ensure effective, high-quality service delivery within the Thrive initiative. The coordinator shall assume Navigator duties as needed in the event of staff vacancies to maintain continuity of services. The coordinator will function as part of a team which reports to the director of the public health department.

Essential Functions

- The coordinator is responsible for training and onboarding Navigators, in coordination with Iowa HHS and Restore Hope, and ensuring adherence to all standards and requirements.
- The coordinator shall provide reflective supervision for Thrive Iowa Navigators, as needed.
- Organize and facilitate monthly alliance meetings as an opportunity for the community to hear progress updates on the Thrive Iowa Initiative and to connect with other service providers and government agencies in their community.
- Act as an expert in the Retore Hope model and processes, providing support to Thrive Iowa Alliance Partners in their execution of the model.

Community Coordinator-Thrive Initiative
Job Description

- The coordinator shall develop, convene, and facilitate a Community Alliance to support cross-sector collaboration.
- The coordinator shall actively engage stakeholders and community partners to promote and support the use of HopeHub as a shared resource.
- The coordinator shall participate in required Thrive meetings, trainings, and activities, including weekly meetings with the assigned HHS Program Manager, monthly virtual meetings with other site Coordinators and HHS Program Managers, and quarterly in-person meetings with Coordinators and HHS leadership to ensure alignment, communication, and continuous improvement.
- Develop and maintain relationships with community partners including Thrive Iowa alliance partners, local non-profits, state and local government personnel, community business leaders, and the faith-community.
- Collects and analyze community-wide data, able to articulately present data and graphs to the community.
- Produce regular updates and reports for publications, grant requirements, and Board of Health and Board of Supervisor reports.
- Develop and maintain trust and positive relationships with partners and stakeholders.
- Form new partnerships and recruit members of the community to assist in the Initiative as Primary Providers.
- Advocate for individuals and families.
- Promote organization and community collaboration.
- Conduct oneself in a manner consistent with the professional standards of Warren County and in compliance with the Restore Hope model.
- Other job duties as assigned.

Preferred Education, Skills and Experience
Bachelor's degree and at least 5 years' work experience in social services or relevant field of study (additional work experience may be considered in lieu of a degree).

Preferred experience in outreach activities for a community health or social service agency; or any equivalent combination of training or experience which provides the following knowledge, abilities, and skills:

- Knowledge of Warren County service area social service network, community, behavioral and public health programs
- Ability to interact with diverse populations
- Ability to facilitate group outreach.
- Ability to express oneself verbally and in writing
- Ability to maintain records, utilize a database, and assist in preparation of reports

Community Coordinator-Thrive Initiative
Job Description

- Ability to establish relationships and work effectively with various community groups, institutions, and agencies.
- Ability to advocate for clients and assist them to gain access to services.
- Ability to maintain confidentiality of client information.
- Proficient with Microsoft Office
- Bi-lingual / Bi-cultural in Spanish, preferred.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Physical demands: While performing the duties of this job, the employee is required to sit and/or stand for long periods of time. Must have the ability to lift, pull, push, and/or move up to 15 pounds.
Work environment: The noise level in the work environment is minimal to moderate.