CHOICE Regional Health Network

Job Description

CHOICE
Regional Health Network

Title:	**Substance Use Disorder and Youth Marijuana Prevention Program Manager**
Salary:	**$63,000 - $82,000 based on experience**

Who is CHOICE/CPAA:

CHOICE is a non-profit organization that oversees a variety of smaller projects and programs in the community central to supporting wellness, preventing harm, and meeting basic needs. The Cascade Pacific Action Alliance (CPAA) operates within CHOICE and is a Washington State Accountable Community of Health serving Cowlitz, Grays Harbor, Lewis, Mason, Pacific, Thurston, and Wahkiakum counties. CPAA's purpose is also to improve community health.
As an organization, we operate under a set of core values that include teamwork, integrity, accountability, preparedness, clear communication, innovation, and a healthy work environment. These values guide our work with each other and with the communities in our region.

Job Summary

In this role the Manager will develop and implement strategies for Opioid and Youth Marijuana misuse & prevention. The manager will participate in various coalition and workgroups. The Manager will develop and lead core components of a work plan for each program in addition to community outreach and communication about substance prevention and interventions, serving as a link between community efforts. The Manager will also grow a portfolio of training/technical assistance for partner and stakeholders across multiple WA State counties to meet program goals associated with state regulatory and grant funding requirements.

Major Duties.

Strategy, Planning and Program Development

- Raise community awareness and knowledge of substance use disorders.
- With subject matter experts, identify, research and report on relevant evidence-based state, local and national public policies, systems, interventions and environmental changes related to opioid/marijuana prevention, treatment, and responses.
- Contribute to policy analysis and background research to support policy development. Background research may include literature review, synthesis of emerging best practices and models, key informant interviews with policy experts, synthesis of key takeaways at public meetings and committees, etc
- Annually update region's strategic plan based on regional assessment needs; submit annual plan and budget according to DoH guidelines.
- Identify opportunities for program development and recommend program goals, including working across partners and stakeholders to identify and implement cross-cutting strategies and activities. Identify policies, budget and funding modifications that could further develop the program.
- Prevent opioid initiation and misuse among youth throughout the region by building awareness and identifying gaps in ongoing prevention efforts. Set priorities for program operations and contribute to the development, design and execution of program deliverables.

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- Promote and support capacity development among partners by providing insights, information and solutions
- Support and nurture relationships with potential funders and organizational clients, recommend funding opportunities, and lead proposal development for revenue and resource development initiatives.
- Enhance and support community-based recovery support systems, networks, and organizations designed to sustain long-term recovery.
- Apply health equity and racial equity frameworks and tools to program planning, implementation, and evaluation.
- Engage people with lived experience and peer recovery workers in the Opioid Prevention, Treatment and Response Initiative, throughout various phases of the initiative such as co-design and implementation of strategies.

Project Management

- Create and manage program work plans, and provide leadership and oversight of day-to-day program execution.
- Coordinate and foster collaboration among staff, partners, subject matter experts, and consultants to achieve program goals including:
    - Facilitating the development of learning collaborative goals and needs, curriculum, and training approaches addressing opioid and marijuana use
    - Collaborating with subject matter experts to develop and deliver technical support as identified
    - Work with consultants who have subject matter expertise as needed.
- Acts as a fiduciary agent to sub-contracting partners.
- Monitor and report on project goals
    - Manage and report on budgets, as appropriate.

Partner and Stakeholder Engagement

- Identify stakeholders and partner, effective methods of stakeholder engagement and processes for optimal collaboration related to program(s) and service(s).
- Create and manage communications to further program work, such as case studies, success stories, lessons learned, as well as promoting and marketing program events and activities. Collaborate with CHOICE's communications staff to develop and update web page content.
- Communicate and coordinate with key stakeholders and partners, including staff, management, advocacy groups, consumer groups, etc., to meet CHOICE program goals and objectives.
- Initiate, manage and deepen relationships with funded program partners and other key stakeholders and collaborators to leverage expertise and advance program goals and negotiate solutions to identified problems.
- Represent CHOICE at external venues to support cross-sharing of information among organizations. Participates in required conference calls, trainings, and webinars, and in-person meetings. Work effectively with a wide range of health partners such as the leaders of medical and behavioral health provider organizations, individual health care providers, social service providers, consumers, Tribal members and officials, elected officials, school officials, public health officials, state officials and others involved in efforts to improve the health of our communities.
- Staff workgroups as necessary; manage the coordination of meetings, meeting preparation, and follow-up.
- Keep abreast of stakeholder activities and present recommendations, insight and analysis to

CHOICE Management.

- Manage stakeholder engagement activities, including drafting regular updates, reports on events, activities and accomplishments for internal and external audiences.

Continuous Improvement

- Identify and recommend program improvement opportunities to deepen program impact, create program capacity, promote operational efficiencies and/or improve budget management
- Identify training, tools, and material deficiencies within CHOICE programs and services and develop and/or recommend improvements.
- Work with evaluators to develop evaluation reporting templates, timelines, and guidelines for the initiative; monitor partner activity and achievement of milestones and outcomes
- Monitor and report on partner activities and achievements to evaluators, and participate in program reporting to funders
- Work to identify and solve problems, address barriers, ensure health equity, make connections between programs and conduct quality assurance and quality improvement activities

Contract Compliance & Performance Monitoring

- Regularly monitor program contracts to ensure organizational compliance and ensure contractual requirements and deliverables are being met.
- Audit contract compliance of program subcontractors and provide ongoing performance monitoring.
- Monitor project progress by tracking planned activities, resolving problems and recommending actions.
- Assure systems and processes are in place to produce program performance reports for Board, funders, contractors and other stakeholders and partners.
- Write reports meeting reporting obligations and requirements. Assure functionality and progressive improvement of CHOICE's processes.
- Identify potential areas of deliverable vulnerability within the program; develop corrective action plan for resolution of issues and oversee implementation of corrective actions in timely manner.
- Prepare and maintain records and reports such as budgets, work plans, program documentation and training materials as needed in relation to managed programs and services.
- Participate in the planning and development of annual program budget; monitor budget and expenditures monthly to ensure maximization of resources while managing expenses.
- Provide oversight related to implementation for the program, collaboration with data analyst(s), community and tribal liaison, and policy analyst in addition to external resources needed for specific program implementation.
- Serve as coordinator and single point of contact for all related program activities.
- Provide related analysis and reporting to meet statewide requirements for project demonstration.

Qualifications

Education

BA in social work, public health, human services, or similar field, or a comparable combination of education and experience with an emphasis on prevention. Experience in substance use disorder, behavioral health, or community health and/or administration is preferred.

Skills & Experience

- **Customer Focus and Business Orientation**: Anticipate stakeholder and partner needs and understand partner organizations to be able to propose solutions readily; maintain effective working relationships with stakeholders and partners.
- **Dependability**: Demonstrate responsive and responsible behavior in fast-paced setting.
- **Ethics and Integrity**: Earn the trust, respect, and confidence of co-workers and customers through consistent honesty, forthrightness, and professionalism in all interactions; respect and maintain confidentiality.
- **Proactive**: Track assignments and projects for multiple programs; anticipate team needs and outcomes.
- **Teamwork**: Understand perspectives and abilities of team members where individual goals may differ. Assess strengths and challenges in team members; contribute based on assessment and personal level of experience or expertise. Work effectively with program staff, stakeholders and partners, and other affected parties.
- **Time Management**: Plan and manage time effectively. Identify and handle competing workload priorities. Make effective decisions and take appropriate action within short timeframes and deadlines.
- **Oral and Written Communication**: Effectively convey ideas clearly both orally and in writing by using Plain Talk principles and the standardized rules of language. Written documents are clear, direct, and succinct. Use tact and diplomacy in handling correspondence or in direct contacts.
- **Other Requirements**: Position supports a large region of seven counties, and requires frequent travel on a regular basis. Incumbent must have a valid Washington State driver's license, reliable transportation, and proof of insurance.