



# Lake County Build a Generation

*Organizing Lake County to build a healthier  
community for youth and families.*

## LAKE COUNTY GOVERNMENT JOB DESCRIPTION: LAKE COUNTY BUILD A GENERATION

<b>JOB TITLE:</b>	Communities that Care Manager
<b>DEPARTMENT:</b>	Lake County Build a Generation (LCBAG)
<b>CLASSIFICATION:</b>	Full-time (40 hours per week), eligible for benefits. Exempt
<b>SUPERVISOR TITLE:</b>	Resilient Lake County and YMP Manager, Lake County Build Generation
<b>SALARY:</b>	\$45,000 to \$49,000, DOE

### **FUNCTION OR PURPOSE OF THIS POSITION:**

The **Communities that Care Manager** will oversee LCBAG's work to coordinate efforts across Lake County to build a healthier community for youth and families. This staff member will implement the [Communities That Care](#) model, in order to promote health and well-being of young people. The Communities that Care process will help Lake County work on issues that are important to us in a way that capitalizes on our own particular strengths and resources. The **Communities that Care Manager** will facilitate a community coalition, supervise a coordinator focused on building youth leadership, and provide support to youth working on community change. The **Communities that Care Manager** will be responsible for making sure all of these efforts support one another towards the common goal of making a healthier Lake County.

### **ABOUT LAKE COUNTY BUILD A GENERATION:**

Lake County Build a Generation (LCBAG) is building a movement for health and well-being in Lake County. We work with community members on issues that matter most to all of us, such as food, housing and health care. . We are a project of the Lake County Public Health Agency, an EOE employer. Our staff members are passionate about youth, families, seniors, and the success of our community. For more information, please visit [www.lcbag.org](http://www.lcbag.org).

**ESSENTIAL FUNCTIONS:** The primary duties of this position are to perform office or non-manual work directly related to planning, organizing, implementing and managing LCBAG's prevention efforts, which includes without limitation the exercise of discretion and independent judgment with respect to the following essential and other important responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.



The **Communities that Care Manager** will be responsible for implementing the CTC Workplan and for the accomplishment of the following deliverables (some of which she or he might work directly on and some of which he or she might oversee a coordinator's work on):

- Facilitate a coalition of Lake County community members, using guidance outlined in the Communities that Care model.
- Hold regular coalition meetings, including any workgroups that emerge—at least one meeting or touch point per month.
- Work with coalition members to implement environmental substance abuse prevention and mental health strategies within the community, such as policy changes or social norms campaigns.
- Train community coalition members to expand community capacity and outreach.
- Work with the Assessment and Evaluation Coordinator to continuously evaluate youth substance abuse prevention and mental health strategies in the community and respond to community needs and concerns.
- Continually identify and recruit new coalition members to ensure the coalition has diverse and reflective representation.
- Collaborate with Lake County Public Health Agency and other community partners to implement the Public Health Improvement Plan as it pertains to Mental Health and Substance Abuse
- Coordinate with the Lake County Build a Generation Steering Committee to oversee progress on the [Youth Master Plan](#), including community-wide information gathering and priority setting.
- Support the work of the youth coalition that is working on policy change initiatives in Lake County related to substance abuse prevention and mental health.
- Attend regional and statewide trainings, as needed.
- Complete grant reporting, as needed
- Other duties as assigned by the Resilient Lake County and YMP Manager

This position offers training opportunities and resources in order to develop the **Communities that Care Manager's** expertise in coalition-building, facilitation, and best practices in education, encouragement, policy and infrastructure.

**QUALIFICATIONS:**

**A strong candidate:**

- Must have or be able to develop strong facilitative leadership skills.
- Must have strong written and verbal communication skills.
- Must have a strong ability to analyze and understand data.
- Must have or be able to develop a strong ability to facilitate groups toward shared goals, objectives, and actions. Prefer candidates with experience facilitating groups through prioritization and implementation of goals.

- Must be organized, flexible, able to work independently, and willing to do what is necessary to complete assigned duties.
- Must have a growth mindset.
- Must be collaborative and able to work with diverse community leaders and community members.
- Must have a passion for making Lake County a healthier place for youth and families.
- Must be able to use standard office equipment.
- Must have strong computer skills, including but not limited to: an ability to use Microsoft Word and Excel, G Suite applications (Gmail, Google Calendar, Google Drive).

**Candidates with the following skill sets are preferred, but we are also willing to train the right person in many of these skills:**

- Strong supervisory skills and experience with hiring, supervision, and exit.
- Experience in, and an understanding of, Collective Impact.
- Experience with policy change, systems change, and environmental change.
- Experience in health prevention and promotion.
- Understanding/awareness of racial equity issues (developed either through personal experience or formal training).
- Ability to build on or develop trust and connections with members of the Lake County Latino/a community.
- Knowledge of the Lake County community.
- Bilingual in Spanish and English.
- Bicultural in both the white and the immigrant Latino/a community of Lake County.
- Experience in, and passion for, substance abuse prevention and mental health, especially for youth.

**Travel:** May require some travel for trainings. May require some occasional work at night and on the weekend. Must possess and maintain a valid Colorado Driver's License and the appropriate level of personal vehicle insurance.

**Supervisory Responsibility:** This position supervises a coordinator working on tobacco and substance abuse prevention and youth leadership.

**Work Conditions:** The majority of this person's duties are performed within an indoor environment. The incumbent may be exposed to some noise (electrical, mechanical or human) on an occasional basis, and other related hazards associated with an office environment.

**Career Track:** This position is funded through grants and fee-for-service work and dependent upon ongoing funding.

**Closing Date & Start Date:** This position is open until filled. This position can begin ASAP.

**To apply:** To apply, please send a cover letter, resume, and list of three professional references (at least one of whom should be a former supervisor) to Noah Sosin, [noah@lcbag.org](mailto:noah@lcbag.org).

