

Community Outreach Director Job Description

Position: Northeast Nebraska Behavioral Health Network (NeNEBHN) Community Outreach Director (COD). A full-time, exempt professional position.

Job Summary: COD provides leadership and vision for NeNEBHN activities within and involving regional communities concerning NeNEBHN work to expand access to, coordinate, and improve the quality of essential behavioral health and mental health care services.

Required Education and Experience:

- A minimum of two years college and/or equivalent successful work experience in political science, public administration, sociology, substance abuse prevention, health and wellness, or related field.
- Experience with community planning, community organizing, program development, implementation, program management, rural health care, and evaluation.
- Experience in outreach to rural communities and in projects with diverse rural populations.
- Proficient in Microsoft Office computer applications and database applications.
- Ability to operate standard office equipment.
- Valid driver's license and proof of personal driver's insurance required. Ability to utilize own transportation for work purposes. Travel will be required throughout 24 county region, with evening and weekend meetings probable.
- Experience in health care or social services field preferred.
- Ability to work well with diverse groups in public sector and demonstrate cultural awareness and sensitivity.

Duties and Responsibilities:

- Manage community outreach efforts and public relations with community partners regarding behavioral health and mental health. Establish formal partnerships.
- To the highest extent possible, conduct activities that are research-based and in accordance with best practices.
- Conduct programs in accordance with budget allowances by funding sources.
- Coordinate community meetings—prepare appropriate agenda and meeting materials, employ facilitation techniques to encourage productive conversation.
- Attend and/or participate in conferences, workshops and other behavioral health-related training, as directed, as well as professional development opportunities.

Knowledge, Skills and Abilities:

- Displays the ability to solve problems, face and address conflict proactively, and work in the best interest of NeNEBHN in addressing competing interests or community requests.
- Exhibits strong skills in planning, prioritizing, and implementing multiple activities.
- Demonstrates comfort in public speaking and appropriate facilitation of meetings.
- Good analytical and problem-solving skills.
- Team player dedicated to working with others to fulfill mission of organization.
- Able to communicate effectively, both verbally and in writing.

- Knowledge of principles and practices of organization, planning, records management, research and general administration.
- Self-starter with ability to develop and implement work plans with a minimum of supervision.
- Familiarity with northeast and north-central Nebraska, its communities, and the behavioral and mental health care needs of its residents.

Successful candidate will be an employee of the Northern Nebraska Area Health Education Center (NNAHEC).

Position is grant funded with salary dependent on qualifications and experience.

Benefits include a health reimbursement arrangement, retirement, paid time off.