



Montezuma County Public Health Department

106 West North Street  
Cortez, Colorado 81321

Phone (970)565-3056  
Fax (970)565-0647

## POSITION CLASSIFICATION DESCRIPTION

**Job Title:** Communities That Care (CTC) Program Manager

**Reports to:** Director

**FLSA Status:** Non-Exempt

**Department:** Public Health

**Prepared By/Date:** Bobbi Lock, September 23, 2022

**Approved By/Date:** Travis Anderson, September 23, 2022

**SUMMARY OF POSITION:** This position will guide the community's CTC efforts after receiving training and technical assistance from the Center for Communities That Care. This position will support the community board and its workgroups to understand the CTC process and complete the CTC Milestones & Benchmarks.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Use effective group facilitation skills to help guide the coalition through the CTC planning and implementation process.

Prepare for and lead the CTC workshops for Phases 2-5 in appropriate order and timing for effective community progress, with support from the CTC coach.

Handle community board meeting preparation & follow-up. Work with the board to develop and implement a comprehensive community prevention plan.

Coordinate dissemination of CTC information to key leaders, schools and other youth service providers and the public. Make presentations and prepare community board members for community outreach.

Coordinate efforts to identify and solve problems in completing the Milestones & Benchmarks, and assists in implementing solutions.

Facilitate delegation of community prevention board tasks, including but not limited to collecting, organizing, and analyzing data; community outreach and public relations; and board meetings. Lead discussions related to project planning and maintenance.

Prepare documentation & reports as needed and manage the budget with working knowledge of Word, Excel or similar word processing and spreadsheet programs.

Write grant proposals, reports, concept papers and other materials needed to obtain funding.

Use of computer and other technology required for documentation of the program.

Must possess strong group facilitation skills and experience, have excellent organizational and multi-tasking skills and be self-directed, as well as a team player.

Regular and dependable attendance required and willingness to travel locally and occasionally out-of-state.

Hours will be flexible at times requiring some evenings and weekends.

**Competencies** required in order to perform the job successfully include the following.

Design – Demonstrates attention to detail

**Problem Solving** – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

**Interpersonal** – Demonstrates ability to form relationships with strategic partner, e.g., government agencies, non-profit agencies, schools, and business and faith-based communities.

**Oral Communication** – Demonstrates ability to speak effectively and professionally in public to a variety of audiences; must possess professional demeanor.

**Team Work** – Gives and welcomes feedback; contributes to building a positive team spirit

**Written Communication** – Must be able to write clear, concise and grammatically correct letters, reports and other forms of communications.

**Adaptability** – Adapts to changes in the work environment

**Attendance/Punctuality** – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time

**Professionalism** – Approaches others in a tactful manner; reacts well under pressure

**Quality** – Demonstrates accuracy and thoroughness; applies feedback to improve performance

**Safety and Security** – Observes safety and security procedures

**Qualifications** for an individual to perform this job successfully include being able to do each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education/Experience:** Bachelor's degree preferred with at least three years' related experience; or equivalent education and experience. This is not an entry level position.

**Language Ability:** Ability to effectively present information and respond to questions from providers, community partners, co-workers, and the general public; bilingual a plus

**Math Ability:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of Word Processing software; Internet software and ability to learn program system.

**Certificates and Licenses:** Current Colorado driver's license

**Work Environment** characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work performed in both an office environment and outdoors with exposure to weather conditions as well as in home visits.

**Physical Demands** described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of the Job, the employee is regularly required to sit, use hands for computer and office duties. The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, and/or have a sense of smell.

### **USE OF THIS JOB DESCRIPTION**

***THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE COUNTY AND THE INCUMBENT IN THE POSITION.***

Nothing in this position restricts Montezuma County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. The description reflects Montezuma County's assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned. Critical features of this job have been described. Those features may change at any time due to reasonable accommodation, as the needs of the County change or other reasons deemed appropriate by the County.

I have received job description Single Entry Point Case Manager dated December 15, 2016. I understand that I am to become familiar with its contents.

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Signature of Employee

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Printed Name of Employee

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Date