

COMMUNITY ENGAGEMENT FACILITATOR AND TECHNICAL ASSISTANCE SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position within the Department of Mental Health is responsible for serving as a key resource and primary point of contact for coalition leaders, community partners, behavioral health providers, and departmental staff across Ulster County. The role will lead efforts to strengthen community engagement, build and maintain collaborative relationships, and enhance communication and coordination within the county's behavioral health system of care. Working under the direct supervision of the Project Manager (Mental Health), the role will facilitate the development of networks and partnerships that promote shared goals, resource alignment, and effective service delivery across the continuum of behavioral health supports. Supervision is not normally a function of this class. Performs related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title does not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Builds and maintains relationships with community organizations, schools, faith-based groups, healthcare providers, coalition leaders, and other stakeholders to strengthen collaboration and coordination of behavioral health initiatives;

Represents the department at community events, meetings, and forums to increase community awareness of behavioral health services and resources;

Develops and delivers presentations, workshops, and training to promote mental health and substance use disorder awareness, prevention, and stigma reduction and documents activities conducted;

Assists with planning, implementing, and evaluating community engagement initiatives and wellness campaigns;

Coordinates logistics for community events, including scheduling, promotion, registration, and materials and develops outreach materials (e.g., flyers, newsletters, social media content);

Supports advisory groups, coalitions, or committees that involve community stakeholders;

Serves as a point of contact for individuals, families, and organizations and connects them with appropriate behavioral health services, resources, referrals and support networks including appropriate department staff;

Maintains an up-to-date inventory of available services and providers in the county including on the County website;

Provides culturally responsive engagement strategies tailored to different populations;

Works with the County Executive's Office Communications Team to plan social media, press and other community outreach efforts;

Tracks and evaluates community engagement activities and participation to measure impact, gathers community feedback to inform program development and submits data and information to the Project Manager to prepare reports and presentations summarizing engagement efforts and outcomes;

Participates in intervention activities, including supporting completion of surveys and other data collection needs;

Works with internal teams to align community engagement strategies with departmental goals and advocates for community needs and feedback in program planning and policy discussions;

Promotes equity and inclusion in all engagement activities, ensuring underserved and marginalized populations have access to behavioral health resources;

Facilitates Community Engagement Workgroup for the UCDMH;

Identifies organizations and entities with an interest and involvement in the behavioral health system of care and in opioid prevention or treatment in the county and maintains information on services and expertise available at all organizations;

Facilitates cross-organization collaboration to work on community initiatives and referrals for clients.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of local training resources including local-, state- and national-level programs and funding resources; good knowledge of community behavioral health services and resources available; good knowledge of public and community relations techniques; working knowledge of tools and methods used for collecting and presenting data; ability to layout and develop community outreach material; ability to organize and facilitate trainings; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with others; ability to write clear and accurate reports and records; ability to gather and organize pertinent data; detail-oriented; initiative; accuracy.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Master's Degree in Public Health, Public Administration, Social Work, Communications, Public Relations, or closely related field; **OR**
- B. Possession of a Bachelor's Degree in Public Health, Public Administration, Social Work, Communications, Public Relations, or closely related field and one (1) year of experience in public and/or community relations; **OR**
- C. An equivalent combination of training and experience as indicated above.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ULSTER COUNTY

1492 CE & TA SP

Classification: Proposed Non-Competitive

1493 CETASP HLP

Classification: Non-Competitive

NUMGT

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