

Coconino Regional Partnership Council Program Collaboration Specialist Job Description

Review of resumes will begin on Monday, March 29, 2011 and continue until the position is filled.

This position requires day and evening travel of 10% to 30% both within and outside of Coconino County.

MUST POSSESS AND MAINTAIN A VALID DRIVERS LICENSE

**Effective January 1, 2008 all newly hired employees will be subject to the E-Verify Employment Eligibility Verification Program.*

Position Title

Program Collaboration Specialist

First Things First Description

First Things First (AZ Early Childhood Development and Health Board), is a public agency that was established to help provide greater opportunities for all children birth to age five in Arizona to grow up ready to succeed. Passed by voter initiative in 2006, First Things First operates through a tax on tobacco products. Divided into thirty-one regions and governed by a state board and thirty-one Regional Partnership Councils, First Things First is a decentralized organization that engages diverse constituencies to accomplish its mission. Organizational values include a focus on accountability, transparency, coordination, collaboration and on the outcomes that will ensure young children start kindergarten ready for school and life.

The Coconino Region, one of the thirty-one regions, spreads across miles of state highway in Northern Arizona, crossing three different county lines (Coconino, Navajo, and Mohave) and consisting of the city of Winslow, the Hopi Tribe, the Havasupai Tribe, the Kaibab Band of Paiute Indian Tribe, and including much of Coconino County. The Coconino Regional Partnership Council has divided this region into six community Hubs: the Northern Hub which includes Fredonia, Page and Kaibab Band of Paiute Indian Tribal lands; the Havasupai Hub; the Grand Canyon Hub; the Hopi Hub; the Southern Hub which includes Flagstaff, Williams, Parks, and Munds Park; and the Winslow Hub.

Job Summary

Under the direction of the Coconino Regional Coordinator, the Program Collaboration Specialist is responsible for fostering increased community collaboration throughout the Coconino Region. The Regional Council defines this effort as *“communities coming together to work to form and sustain partnerships that acknowledge a Hub’s strengths and challenges in the area of children ages birth through five. The community partners will convene regularly to increase understanding of the unique needs of children ages birth to age five. They will then mobilize the community to connect children and families to services that meet their individual needs as part of a system”*. Collaboration activities include: convening partners throughout the six community Hubs around early childhood development and health issues; increasing understanding of the unique needs of young children in each of the community Hubs; supporting communication and information exchange networks and review of data; engaging in cross-regional community collaboration activities

to improve and strengthen the availability and delivery of services and programs; and engaging in strategic planning with community partners.

Distinguishing Characteristics

The ideal candidate will enthusiastically support the vision and mission of First Things First and possess the personal qualities of integrity and credibility. The candidate will have knowledge of early childhood, human services systems and community development; experience in facilitating coordination and collaboration efforts; knowledge of and experience with tools and resources to assess and improve service coordination. The candidate must demonstrate strong leadership skills in order to facilitate and guide effective collaboration throughout the region and must have the ability to effectively engage in and maintain relationships.

Essential Job Responsibilities and Results

Under the general guidance of the Coconino Regional Coordinator:

Within each of the six community Hubs, the Program Collaboration Specialist will:

- Convene partners on a regular basis to develop and implement service coordination plans. Schedule, prepare for and facilitate those meetings. Document meeting minutes and maintain attendance records of meetings.
- Develop partnership and governance agreements including ongoing communication and partnership with all of the tribes of the Coconino Region.
- Develop a strategic plan for service coordination with action steps that result in systems change.
- Begin to develop and implement a process that evaluates and prioritizes service asset mapping, fills service gaps where possible, and invents new approaches to achieve better results for families and children.
- Assess and measure progress with service coordination.
- Prepare reports and presentations for the Coconino Regional Partnership Council and community stakeholders.
- Develop and deliver training to organizations and agencies that focuses on making appropriate referrals for families to services and supports, provides information and educational materials, and covers service coordination policies and procedures.
- Develop a plan for a sustainable coordination service delivery system beyond FY2012.
- Develop a Coconino Region resource guide for families and service providers.
- Develop mechanisms to distribute information and materials throughout the Region

Knowledge, Skills and Abilities

- Bachelor's degree preferred in early childhood education, social work, sociology, communications, human services, or related field
- Knowledge of the First Things First Coconino Region preferred
- Knowledge of early childhood and/or human services systems/policy preferred
- Excellent public relations, writing skills and strong verbal skills
- Ability to translate complex issues and systems into clear, concise, and engaging written products across a variety of media and audiences
- Organized, detail-oriented, and ability to handle multiple projects within deadlines
- Knowledge of graphics and printing to assist in production of Coconino County Resource Guide
- Proactive in identifying and completing tasks applicable to the job
- Strong computer skills, with familiarity in using Microsoft Word and an understanding of the

fundamentals of using electronic mail and the Internet

- Ability to work in fast-paced environment
- Ability to work effectively in a team environment both internally and externally

In the AZ State Personnel System, this position is classified as a Grade 21. The salary range for this position is \$40,000 to \$55,000. The position is not covered under the State of Arizona Merit system rules. The State of Arizona offers an outstanding comprehensive benefits package. To submit your resume for consideration, please hit the "APPLY" button below.