

PLEASE POST



## AVAILABLE POSITION

DATE: NOVEMBER 6, 2024

APPROVED BY: ABBIE BRYAN, DIRECTOR OF HUMAN RESOURCES

**JOB TITLE: WORKFORCE IMPROVEMENT COORDINATOR**  
**REPORTS TO: CONTINUOUS IMPROVEMENT MANAGER**  
**DEPARTMENT: CLINICAL**

**FLSA STATUS: EXEMPT**  
**CLASSIFICATION: CLASSIFIED**  
**LAST REVISION: OCTOBER 2024**

### **Workforce Improvement Coordinator**

Responsible for initiatives that bolster and improve the behavioral health workforce and trauma responsive care. Responsible for the oversight of funded programs that accomplish or advance workforce or trauma responsiveness. Researches and informs evidence based (informed) strategies related to workforce and trauma within Stark County based on data driven information.

### **What we offer:**

StarkMHAR offers the more traditional "government" benefits that are appealing to many, and is also committed to recruiting, engaging and developing a diverse, high-quality staff. Some, but not all of the many employee-friendly features of employment at StarkMHAR include: Health benefits beginning the 1<sup>st</sup> month after start date; enrollment in the Ohio Public Employee Retirement System (OPERS); vacation and sick leave accrual from employee's first day; several personal and paid holidays observed annually; year-round staff development opportunities; and educational assistance. In an effort to promote work/life balance and offer staff greater flexibility, most StarkMHAR positions are eligible for remote work and/or alternate work schedules.

### **How we work:**

- StarkMHAR collaborates and partners. We strive to be thought leaders and conveners of various community-based systems and professionals.
- StarkMHAR promotes equity and inclusion. We engage with diverse partners to reflect consumer voice and community needs with cultural and linguistic competence.
- StarkMHAR innovates and is creative. We fund and promote evidence-informed practices and pilot projects which foster new models of service delivery.
- StarkMHAR employees act with integrity. We are uncompromising in our ethical practices.
- StarkMHAR perseveres. We pursue our goals even when it is difficult.
- StarkMHAR believes in hope, wellness and recovery for everyone. StarkMHAR is empowered by the State of Ohio to plan, develop, fund, manage and evaluate community-based mental health and addiction services. Federal, state and local funds are utilized to ensure mental health and addiction prevention, and treatment and recovery support services are available to individuals and families in Stark County.
- StarkMHAR is people-centered. The health and wellness of our employees, providers, and partners is paramount.

### **The successful candidate will:**

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- Be responsible for behavioral health system workforce development initiatives and complete projects that support workforce improvement and client care;
- Be responsible for disseminating strategies to address challenges within the provider workforce that include but are not limited to recruitment, retention, engagement, staff and leadership development, diversity, and technology;
- Ensure behavioral health system workforce approaches foster a welcoming and inclusive workplace culture for clients and staff;
- Be responsible for implementing a comprehensive trauma responsive care initiative that improves client care and promotes staff wellness;
- Provide support in monitoring any related budgeted workforce or trauma initiatives;
- Manage and facilitate meetings and trainings with providers, vendors, contractors, and stakeholders;
- Ensure a high degree of provider staff and client involvement in all aspects of initiatives;
- Ensure that work activities are delivered in a culturally and linguistically competent, trauma-informed manner in accordance with evidence-based practices;
- Assist in providing trauma informed and cultural and linguistic competent responses to the public and clients/consumers who are seeking information and assistance with behavioral health questions or system navigation by phone, email, website, or walk-ins;
- Attend and represent StarkMHAR on community & state committees and at community events & trainings as requested/required;
- Work congenially and cooperatively with co-workers and affiliated boards and providers;
- Assume additional responsibilities and perform special projects as needed to support the operations of StarkMHAR.

### **Who we are seeking:**

The successful candidate will have a Bachelor's degree in human services or related field *and* three (3) years of leadership experience within the behavioral health system.

In addition, the individual will have working knowledge and/or experience with the following: OhioMHAS services and regulations governing behavioral health system; Experience in implementing programs in the behavioral health field; Experience in working with academic institutions.

Characteristics and skills include: Microsoft applications including intranet and internet usage; Ability to create system change; Ability to prioritize multiple projects and adhere to deadlines; Ability to think critically and problem solve; Ability to express self effectively and concisely, both oral and in writing; Ability to tactfully and effectively deal with public and staff in a personable and professional manner; Maintains determination and a consistent positive attitude.

### **Certification, Licenses, Registrations**

Dependent clinical licensure required. Project Management certification (and/or experience) preferred.

### **Physical Demands**

Nature of work requires ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain work files. Travel by automobile will be required occasionally

### **Working Conditions**

Work performed in a general office environment. May require availability for additional hours during certain periods. Requires periodic participation and attendance at organization sponsored events and meetings.

*This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Stark County Mental*

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*Health & Addiction Recovery. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, the changing nature of the job shall also be considered part of the jobholder's responsibility.*

### **CONDITIONS OF EMPLOYMENT**

**Note:** The final applicant selected for this position, prior to appointment, will be required to submit to a drug test for illegal drug use. The test site shall be chosen and paid for by the Board. An applicant with a positive test result will not be offered employment.

**Salary Range:** StarkMHAR Grade 3 \$43,790 - \$65,685      **\*Suggested Starting Range** \$43,790 - \$52,000

**Hours:** Monday – Friday 8 a.m. – 5 p.m. with a one-hour unpaid lunch. Alternative scheduling may be available.

**Application Deadline:** Until Filled

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Apply online at <https://starkmhar.applicantpro.com/jobs/>

OR MAIL RESUME TO:

**Stark County Mental Health & Addiction Recovery**  
**Attention: Human Resources Department**  
**121 Cleveland Ave. SW**  
**Canton, Ohio 44702**  
**EOE/Minorities/Females/Vet/Disabled**