



Central Oregon Behavioral Health Consortia Coordinator Job Description

POSITION TITLE:	Consortium Coordinator		
REPORTS TO:	Consortium Director		
FLSA:	Non-Exempt	PTO CLASS:	Full-time
EEO:	Professional	JOB ROLE:	Support
Salary:	\$23-25/hour	Benefits:	Employer Paid medical, dental, vision and up to 6% 401k match; 6 weeks PTO and 14 paid holidays, Flexible work environment (on site and from home options)

TO APPLY: Please send your resumé, cover letter and three professional references to ECWorks@ecworks.org.

POSITION SUMMARY:

The Central Oregon Behavioral Health Consortium (COBHC) is a centralized training program working with a dedicated group of organizations seeking to increase training and retention of qualified mental health providers. The Consortium will select, train, and document progress of students, interns, and post-graduate behavioral health clinicians across many training sites (member sites) throughout Central Oregon. The Consortium will also be responsible for weekly, monthly, and quarterly trainings that will be offered to student, supervisors, and community members within the behavioral health workforce. The Consortium Coordinator is responsible for overseeing the administrative duties related to supporting the consortium and the Consortium Director included but not limited to:

CORE JOB RESPONSIBILITIES:

- Provide administrative support to the Consortium Director.
- Aid the Consortium Director in project development, site agreements, materials, curricula, and schedules.
- Provide support to the consortium members, interns, residents, supervisors, and anyone directly related to the COBHC, as deemed necessary and at the direction of the Consortium Director.

- Act as the key point of contact and liaise between EC Works and the Consortium, as well as any funding organization.
- Coordinate meetings, reports, evaluations, and anything deemed necessary in support of the consortium, as directed by the Consortium Director.

QUALIFICATIONS:

Work Experience: Experience and proven success supporting a consortium, or highly structured and matrixed organizations. Willingness and demonstrated ability to project manage and oversee multiple projects and people within limited timeframes and strict deadlines. Documentation, note taking and copy-editing skills a must. Comfort and ease working with diverse sets of individuals, and an ability to show compassion and kindness required.

Education, certification, and licensure: post-secondary degree or a minimum of 5 years relevant experience preferred.

Physical, Sensory, Environmental Qualifications: In a typical day, this job involves the activities listed below. Indicate the frequency of performance of each activity by placing a check mark (4) in the appropriate column.

- R = rarely (*less than 0.5 hour per day*)
- O = occasionally (*0.5 to 2.5 hours per day*)
- F = frequently (*2.5 to 5.5 hours per day*)
- C = continually (*5.5 to 8 hours per day*)
- NA = not applicable

Describe any job duty which requires repetition or a unique application of the activity.

Physical Activity	R	O	F	C	NA
Sitting				X	
Stationary standing		X			
Walking		X			
Ability to be mobile				X	
Crouching (bend at knee)	X				
Kneeling/crawling	X				
Stooping (bend at waist)	X				

Twisting (knees/waist/neck)		X			
Turning/Pivoting		X			
Climbing	X				
Balancing		X			
Reaching overhead		X			
Reaching extension		X			
Grasping		X			
Pinching		X			
Pushing/Pulling:		X			
<p>Typical weight:</p> <p>Circle the appropriate weight in pounds</p> <p><u>11-20</u></p>					
<p>Maximum weight:</p> <p>Circle the appropriate weight in pounds</p> <p><u>21-30</u></p>					
Lifting/Carrying:		X			
<p>Typical weight:</p> <p>Circle the appropriate weight in pounds</p> <p><u>11-20</u></p>					
<p>Maximum weight:</p> <p>Circle the appropriate weight in pounds</p> <p><u>21-30</u></p>					
Sensory Activities	R	O	F	C	NA
Talking in person				X	
Talking on telephone				X	

Hearing in person				X	
Hearing on telephone				X	
Vision for close work				X	
Environmental Factors					
Safety requirement:			Exposures:		
-clothing			-fumes		
-required safety equipment			-chemicals		
-activities performed			-blood or other bodily fluids		
			-cold/heat		
			-dust		
BLOOD BORNE PATHOGEN CATEGORY:			III- employee does not perform tasks that require contact with blood, body fluids or tissue.		

Equal Opportunity Statement:

EC Works provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. EC Works complies with applicable state and local laws governing non-discrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

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