I. PURPOSE SUMMARY.
Under the general supervision of the HHS Division Manager-Program Operations, research, develop and evaluate programs, develop contracts, and monitor contracts.

II. ESSENTIAL DUTIES.
A. Program/Patient Oversight
1. Conduct program education and outreach to stakeholders, providers, and the public
2. Develop and maintain materials (print or otherwise) that provide guidance for program implementation
3. Facilitate monthly meetings with Assisted Outpatient Treatment (AOT) team for program planning and evaluation purposes
4. Serve as a liaison to local mental health organizations, advocacy groups, and the court
5. Review incoming referrals and treatment plans for AOT participants to ensure the County is meeting the requirements of NM Statute § 43-1B
6. Work closely with research evaluators to improve data collection and ensure data is informing improvements in program implementation
7. Develop and submit mandatory reports on AOT activities annually
8. Work under the guidance and direction of SAMHSA’s grant program officers and within the scope of Dona Ana County’s approved grant for AOT
9. Work on program sustainability by identifying and assisting with proposals/grants for additional funding sources such as legislative appropriations and other government funding
10. Maintain organized electronic and paper records of AOT activities, events, and data sometimes including sensitive or private health information.
11. Participate in training and professional development opportunities such as AOT grantee meetings, webinars, and trainings on civil commitment laws.

B. Contract and Grant Coordination
1. Coordinate the development of Request for Applications (RFA), Request for Proposals (RFP), Request for Bids (RFB), contracts, or other instruments used by the program in obtaining services.
2. Develop schedules, performance measures, and evaluation methods for contracts.
3. Track all contracts and amendments through to execution.
4. Approve reports and invoices in accordance with contract requirements and county policy.
5. Responsible for guiding the department and contractors to meet grants requirements.
6. Submit reports, applications, and data as requested by the funding agency.
7. Oversee data collection and reporting in accordance with funding agency.

III. ADDITIONAL DUTIES.
Perform other duties as assigned.

IV. QUALIFICATIONS.
A. Education. Bachelors Degree in Public or Community Health, Public Administration, Business Administration, Social Work, or related field is required.
B. Experience. Two (2) years of experience in program administration, grant monitoring, or contract development and compliance.
C. Education/Experience substitution. In accordance with County policy.
D. Licenses/Certifications. Valid driver’s license and maintain satisfactory driving record in accordance with County policy.
E. Other (e.g., post-offer medical exam, polygraph, background check, driver’s license record, etc.) Must pass background check and must maintain a current driver’s license.

1. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

Must have knowledge of: Contract or program administration and evaluation; Judicial and healthcare systems; and team or group facilitation.

Must have skills to: Operate general office and computer equipment and use software including Microsoft Office Suite (Word, Excel, Access); maintain accurate records; develop spreadsheets; communicate effectively in verbal and written form; good interpersonal and collaborative building skills; and maintain confidentiality.

Must have ability to: Analyze and interpret data and manage multiple projects, synthesize data and policies to make recommendations and develop protocols, communicate with medical and judicial system providers, as well and patients and families.

2. FREEDOM TO ACT.
The supervisor makes assignments by defining objectives, priority, and deadlines, and assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. Methods used in arriving at end results are not usually reviewed in detail.

3. GUIDELINES AND JUDGMENT.
Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines, such as policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.
4. **PHYSICAL DEMANDS.**
The work is sedentary, typically requiring the employee to sit comfortably to do the work. There may be some walking, standing, bending, carrying of light items, or driving an automobile. Must be able to reliably and consistently move between work-related sites within the County.

5. **WORK ENVIRONMENT.**
The work area is adequately lighted, heated, and ventilated, and involves everyday risks or discomforts that require normal safety precautions and safe work practices.

6. **SUPERVISORY RESPONSIBILITY.**
No supervisory responsibility.

V. **EMPLOYEE ACKNOWLEDGEMENT:**

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by:  

Employee ___________________________ Date ___________