

<b>Organizational Profile</b>	Mission: “North Country Health Consortium leads innovative collaboration to improve the health status of the region.” The North Country Health Consortium (NCHC) is a rural health network, created in 1997, as a vehicle for addressing common issues through collaboration among health and human service providers in Norther New Hampshire.		
<b>Job Title:</b>	Recovery Friendly Workplace Coordinator		
<b>Program Area:</b>	Substance Misuse Prevention	<b>Shift: (If applicable)</b>	Day, occasional evening/weekend
<b>Primary Location:</b>	[1] day Office/Littleton [X] days Remote office	<b>Travel Required:</b>	Local/Regional
<b>Employment Status</b>	[ ] Full-Time [X] Part-Time (50% LOE) [ ] Salaried/Exempt [ ] Hourly/Non-Exempt	<b>Employment Type:</b>	[X] Employee [ ] Internship [ ] Other: _____
<b>Supervisory duties:</b>	[ ] Yes [X] No	<b>Reports to:</b>	Senior Program Manager
<b>Job description:</b> 2024-0408			

#### Essential Functions:

**Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.**

- Provide support for the RFW initiative to the Program Director, Governor’s Office, and the RFW Advisory Group.
- Works in close collaboration with the State of NH and G UW to ensure alignment of initiative with Governor’s vision and Granite United Way values.
- Develops and maintains partnerships with key stakeholders, including NH workplaces/business community, multi-state workplaces, the government sector in NH, Public Health Networks, recovery community organizations, additional partners across the continuum of care (spanning prevention, treatment, and recovery), and subcontractors (as needed).
- Provides guidance and support for workplaces throughout the entire RFW designation and renewal process, such as by providing program orientations, follow-up meetings, connections to partners and additional resources, trainings and more.
- Implements RFW with fidelity to the model and program standards, in addition to established internal processes and best practices.
- Implements outreach plans to stabilize, grow, and expand initiative in the North Country and across NH.
- Implements goals and objectives from the RFW strategic plan in partnership with key stakeholders. Integrate with and support other NCHC program activities as appropriate.
- Collects data to assist evaluation efforts, especially around program efficacy/outcomes.
- Uses spreadsheets and other tools as needed to track business demographics and involvement.
- Completes reporting by assigned deadlines and completes various administrative tasks, especially as related to data/workplace tracking, in a timely fashion.
- Contributes content for grant proposals and reports/materials for Governor’s Office, Granite United Way, legislature, workplaces, media, and general public, as appropriate.
- Develops and delivers training and presentations to business leaders, workplaces, and other key partners.
- Works collaboratively with Substance Misuse Prevention Team to meet program needs.
- Integrate with and support other NCHC program activities as appropriate.
- Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

#### Work Environment:



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Physical activity demands include regular requirements for standing, walking, lifting objects up to 25 pounds, and ability to use hands to control objects such as keyboards and telephones. Prolonged periods of sitting or standing at a desk and working on a computer. The position does not normally involve exposure to biohazards or other materials for which universal safety precautions apply. Reliable transportation to perform essential functions of the job and proof of automobile insurance coverage, per NCHC policy.

### Special Qualifications:

The North Country Health Consortium is a public health organization and, as such, employees are considered “essential employees” in circumstances when a state or federal “state of emergency” has been declared. Employees may be temporarily re-assigned or required to participate in public health activities in the community, as needed.

### Required Education and Experience:

- Bachelor’s degree and/or 2+ years of relevant experience in database management and/or administration support.
- Passion for the organization's mission and vision.
- Strong organizational abilities, time management skills, and detail-oriented abilities.
- Excellent communication skills, both written and verbal.
- Flexibility and adaptability to navigate changes in priorities and projects in a dynamic nonprofit environment.
- Self-motivated and a collaborative team player.

### EOE Statement

**The North Country Health Consortium provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability, status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristics protected by federal, state, or local laws.**

<b>Signatures:</b> This job description has been approved by the following individuals.	
<b>Manager:</b>	<b>Date:</b>
<b>Executive Director:</b>	<b>Date:</b>
<b>Employees signature below indicates the employee’s understanding of the requirements, essential functions, and duties of the position.</b>	
<b>Employee:</b>	<b>Date:</b>