

POSITION DESCRIPTION

POSITION: Project Coordinator – Mental Health & Social Isolation

FLSA: Non-Exempt

AGENCY: Partnership for Public Health (PPH)

STATUS: Full-time

REPORTS TO: Social Isolation Project Supervisor

INTRODUCTION:

Mental health and social isolation are two of the most common problems affecting veterans and military members and their families. As indicated in research literature by Calathi Ferrari, *Suicidal thoughts and behaviors and social isolation: A narrative review of the literature* the main social constructs associated with suicidal outcomes were marital status (being single, separated, divorced, or widowed) and living alone, social isolation, loneliness, alienation, and belongingness. Social isolation is one of the main risk factors associated with suicidal outcomes. The need for regular social interaction impacts mental, emotional, and physical well-being. This project is a two-pronged approach in combatting struggles with mental health and social isolation for New Hampshire military, their families, and veterans. The official website of Military Health, Health.mil, indicated in 2021 that connectedness was related to suicide prevention indicating “Successful suicide prevention efforts are linked to fostering connectedness - the vital relationships and interpersonal connections that individuals forge with family, friends, and their community.”

Together with Veterans Program (TWV) is funded by the Veterans Administration Office of Rural Health, supported by the Office of Mental Health and Suicide Prevention, and carried out via collaboration between the Rocky Mountain Mental Illness Research, Education and Clinical Center (MIRECC) for Suicide Prevention, the Western Interstate Commission for Higher Education Behavioral Health Program (WICHE BHP), local Veterans, and other community stakeholders. Through these partnerships, TWV supports the “dissemination of best practices in public health suicide prevention to rural communities consistent with the goals of the National Strategy for Preventing Veteran Suicide.” PPH intends to utilize its experience with this program to foster a coalition in the thirteen public health networks implementing foundational pieces of this evidenced based program by contracting with the Public Health Networks or an existing coalition in each network. These coalition will focus on the social isolation risk factors as well as other documented risk factors of suicide ideation.

RESPONSIBILITIES: This project has been funded by The State of New Hampshire’s Department of Military Affairs and Veterans Services(DMAVS). DMAVS provides a variety of social and long-term supports to veterans, military members, and their families. The Project Coordinator will work closely with ServiceLink, Regional Public Health Networks (RPHNs), Together with Veterans (TWV), and the Lakes Region Veterans Coalition in developing coalitions to implement the TWV model in the public health regions throughout the state; providing training, guidance and support for each coalition to support veterans’ military members and their families. The Project Coordinator will report to PPH’s Social Isolation Project Supervisor and be responsible for the DMAVS scope of work to include:

1. Establish relationships with Public Health Network community health worker or other interested party in each region to work together and build a veterans and military support coalition in their regions
2. Connect with LRVC and assure TWV model and training is provided to each coalition established.

3. Guide in completing six aspects of TWV model such as: needs assessment and action plan tailoring to each community's diversity and equity requirements for populations in different regions of the State.
4. Manage program budget and spending projections.
5. Collaborate with Social Isolation Project Coordinator regarding 60+ population portion of funding to assure reporting is completed monthly
6. Establish relationships with statewide partners such as Public Health Networks and ServiceLink Resource centers to foster interconnectivity of programming and resources.
7. Collaborating closely with the Patriot Resilience Leadership Institute (Together with Veterans Coalition) to create a social isolation and suicide prevention training and mentorship plan for those participating in the project.
8. Assure scope of work is implemented for the Access to Mental Health Services and Reduce Social Isolation DMAVS contract.
9. Produce monthly, quarterly, and annual reports as required and maintain all necessary records as necessitated by the DMAVS, Access to Mental health Services and Reduce Social Isolation grant.
10. Attends staff meetings and trainings as required.
11. Performs other duties as assigned by Social Isolation Project Supervisor that will assist with PPH team functions to include serving on various committees, as requested.
12. Perform other duties as assigned by the Executive Director of the Partnership for Public Health, Inc.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

1. Bachelor's degree preferred or Associate's degree with equivalent experience.
2. Relevant experience in community development, project implementation, program sustainability, and/or needs assessments.
3. Proficient communication skills, both written and verbal.
4. Experience working with older adults, caregivers, veterans, and/or persons with disabilities, knowledgeable about local, state, and national resources.
5. Working knowledge of human service delivery system.
6. Moderate skills in listening, customer service, interviewing, and understanding of services, advocacy, and documentation.
7. Ability to work independently and initiate scope of work responsibilities.
8. Good interpersonal skills, openness, and flexibility in working with diverse groups, and enthusiasm for working collaboratively with a team.
9. Proficient office equipment and technology skills.
10. Ability to establish and maintain effective working relationships with groups such as: representatives of other social service agencies, institution officials, the public, and clients.
11. Ability to organize and present at educational and outreach events.
12. Ability to communicate effectively, one-on-one or in group situations, to summarize data, to prepare reports and to make recommendations based on findings which contribute to quality project, solving problems and meeting work objectives.

This position requires:

1. Minimal requirement to reach at or above shoulder level; occasional reaching below shoulder level required.
2. Ability to travel throughout the territory required.
3. Ability to work a flexible schedule, which may include night and weekends.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document describes the position as it is currently available and is not a contract. The Partnership for Public Health retains the right to change modify the position description at any time.

4. Ability to tolerate prolonged sitting and/or standing and to lift to approximately twenty-five pounds to waist elevated level whenever necessary.
5. Mobility includes regular sitting, some standing and walking.
6. Maintain a valid driver's license, safe driving record and access to a fully insured car.
7. Criminal Records and Bureau of Elderly and Adult Services Registry record check and acceptance by agency

DISCLAIMER STATEMENT: The job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that position.

SIGNATURES:

I have reviewed the content of the above job description with my supervisor.

Employee Signature: _____ Date: _____

I have discussed the work responsibilities outlined by the job description with the above employee.

Supervisor signature: _____ Date: _____

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