

Rural Access Hub Manager

Position Description: This position will provide a range of critical functions necessary to produce systemic impacts on the mental health service delivery system in Benton County, Iowa. The primary outcomes this position will be responsible for are to assist in the reduction of hospital commitments countywide each year and to help reduce the number of mentally ill citizens encountering the criminal justice system. The ideal candidate for this position will be able to work collaboratively with a variety of providers, be able to prioritize tasks effectively, and to work autonomously in a wide range of challenging situations. A successful candidate for this position will serve as a point of contact for mentally ill people in the county jail as well as providing critical coordination at the Rural Access Hub for all citizens seeking mental health help. This position will be an employee of the Benton County Sheriff's office but will report directly to the Benton County Coordinator with the East Central Region.

Job Duties: The following job duties are illustrative of the expected functions for this position and are not intended to be exhaustive.

- Complete funding and other time sensitive paperwork in an accurate and efficient manner.
- Efficiently and accurately record programmatic data for outcomes measurements.
- Responsible for timely and accurate data entry for proper tracking of outcomes.
- Interact with all clients of the access center using trauma informed practices.
- Assist Co-Responder with connection to community resources as requested.
- Ability to transport clients to important appointments when necessary.
- Manage operations and facilities within the Access Center.
- Other duties as assigned.

Desired Knowledge, Skills and Abilities: The ideal candidate for this position will possess the following Skills and Abilities:

- Above Average Organizational Skills
- Ability effectively communicate with a wide range of stakeholders including but not limited to law enforcement, mental health providers, local business owners, and other community leaders.
- Ability to problem solves independently and remain solution focused when faced with challenging problems.
- Ability to work effectively and safely with a wide range of criminal justice involved individuals
- Ability to successfully complete required trainings including but not limited to ASSIST, CIT, and Mental Health First Aid.
- Ability to systemically measure outcomes and be able to readily share results on short notice with wide range of stakeholders.
- Proficiency with Microsoft Office programs such as Word, Excel, and Outlook
- Proficient typing skills consistent with at least 60 accurately typed words per minute.

Minimum Qualifications: To be considered for this position, applicants must possess the minimum qualifications:

- Valid Drivers License and ability to be insured under department policy.
- High School Diploma
- Bachelor's degree in criminal justice, social work, psychology, or other closely related field and at least 3 years related work experience.
- Ability to successfully pass all required background checks.

Benton County is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and position incumbents to discuss accommodations with the Employer.

Benton County provides a veteran's preference to qualified veterans as required by [Iowa Code Chapter 35C](#). To request veteran's preference, you must provide official documentation for military service or proof of Disabled Veteran status.

Applications may be submitted online or in person at the Benton County Service Center, 811 D Ave., Suite 33, Vinton IA 52349. All applications must be submitted no later than June 21, 2021, at 4:30 PM