



Position Description

The SUN Project aims to develop a compassionate cross-sector collaborative system of care that uses best practices to support the health, safety, well-being and recovery of pregnant patients with a substance use disorder, their infants, and families. Through the SUN Project, various agencies across multiple counties coordinate services to decrease duplication and prioritize the mother's goals and needs while preventing the participant from becoming overwhelmed.

The SUN Project facilitates the collaboration between partners for care coordination at no cost to the patient. The lead coordinator position will have a unique opportunity to work with a dynamic team who uses a collaborative-systems-level approach to address social determinants of health to improve the lives mothers affected by substance use disorder.

The SUN Project is funded through the Cabarrus Partnership for Children, a 501(c)3 nonprofit organization with a mission to connect purpose, people, and programs to ensure child well-being in Cabarrus County, North Carolina. This mission is fulfilled by assessing the needs of our community and implementing services through our 3 core activities: Health, Early Education, Family Outreach.

Job Title:	LEAD SUN PROJECT SPECIALIST
Reports To:	Regional Administrator
Employment Classification:	Contractual
Contract Compensation:	\$78,000-\$85,000
Positions Supervised:	2 or more
Position Summary:	Lead program specialist will coordinate cross-sector efforts for Cabarrus County and provide supervision to program specialists housed in Rowan and Stanly counties. Responsible for coordinating community specific collaboration around substance use through a systems level approach.

Responsibilities

Administrative

- Participate in all assigned team meetings, staff development, trainings and programs both in person and virtually as required
- Recruit, maintain, and enhance partnerships with agencies relevant to the project
- Develop documents, processes, newsletters, power points presentations, and communication materials for the program as required
- Track deliverables, data, activities, and outcomes for quarterly reports
- Assist team with grant writing, sustainability development, and expansion efforts
- Remain compliant with internal and external policies and procedures, including all confidentiality and privacy law requirements
- Supervise and support program staff
- Meet with Regional Administrator as needed

Work Location

- Independent contractor work is primarily from home (60-75% of time)
- In-person participation is required for meetings with staff, partners, trainings, or conference travel (25-40% of time)
- In-person/work from home estimations are subject to change based on program needs

Requirements

- Bachelor's or master's degree in the Human Services field with a minimum of one (1) year experience preferred
- Experience facilitating groups and developing successful working relationships
- Strong interpersonal and engagement skills
- Strong organizational and time management skills
- Excellent written and verbal communication skills
- Emotional stability, maturity, warmth, openness with an ability to work effectively with community partners
- Knowledge of the dynamics of the disease of chemical dependency and its treatment preferred
- Knowledge of HIPAA, 42.CFR.2, and relevant confidentiality and privacy laws
- Knowledge of grant funds management
- Knowledge of resources available in the community to support recovery
- Commitment to the recovery and harm reduction principles
- Ability to instill a greater understanding of a diverse and indigent population
- Collaborate in the establishment of a positive work environment through demonstrating a willingness to assist others and provide support with the goal of developing positive working relationships

Submission Process

Proposals should include:

1. **Cover letter** highlighting your qualifications for the specific activity above
2. **Resume or CV**

Complete proposals must be submitted by e-mail to:

Barbara Sheppard, Strategic Development and Sustainability Consultant for SUN Project at:

bksheppard2021@gmail.com

PLEASE use "Sun Project Lead" as a subject line on email

Applications are due by 5:00 pm on December 22, 2022