

JOB ANNOUNCEMENT
CARBON COUNTY PUBLIC HEALTH

POSITION: Crisis Coalition & Community Prevention Clerk, 32.5-40 hours/week, Grant-Funded

SALARY: \$20.47/hour

SUMMARY: The Crisis Coalition & Community Prevention Clerk the Carbon County Crisis Coalition with clerical and scheduling support. This position will assist the Crisis Care Coordinator in various projects and the development and implementation of a community build behavioral health crisis system.

The Crisis Coalition & Community Prevention Clerk will facilitate collaboration and communication between independent outside entities by being a main point of contact for the Carbon County Crisis Coalition. This position will assist in the implementation of mental health and crisis systems, assist in the coordination across different agencies to promote mental and behavioral health, and crisis prevention, intervention, treatment, and recovery.

This position will serve as a back-up to the Crisis Care Coordinator and assist in scheduling for The Mental Health Center when requested. This position supports DPHHS's initiative to decrease inappropriate jail admissions, hospital emergency services admissions, decrease client relapse in crisis situations, and assist community members who are in a crisis situation have someone to call, someone to respond and somewhere to go.

SCHEDULE:

32.5 hour schedule - Monday-Friday, 9:00am-4:00pm (1/2 hour lunch)

40 hour schedule – Monday – Friday, 8:00am-5:00pm (1 hour lunch)

APPLY: Application and full job description available at Human Resources (17 11th Street W, Red Lodge, MT) or on the Carbon County website at <http://co.carbon.mt.us/employment/>.

The 1st review of applications will be of those received by Thursday, May 9, 2024, by 5:00pm MST. Interviews will be arranged after review of applications. Position will remain open until filled.

Employment is contingent on successful completion of a background check and pre-employment drug screening.

Qualified applicants will remain in a hiring pool for a maximum of 12 months.

Carbon County is an equal opportunity employer. All applicants will be considered for employment on the basis of merit and qualifications without regard to race, color, religion, creed, political ideas, sex, sexual orientation, gender identity, age, marital status, national origin, or physical or mental disability. Please note in your application if you are claiming a Veterans preference under 39-29-103 MCA or a preference for disability status under 39-30-102 MCA.

Erin Cross,
Public Health Director

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