



BeWellPBC Position Description

Title: Support and Policy Manager
Full Time Non-Exempt

Reporting Relationships: Executive Director (BeWellPBC)

Context

With support from the Celia Lipton Farris & Victor W. Farris Foundation, Southeast Florida Behavioral Health Network conducted a county-wide behavioral health needs assessment which resulted in a strategic plan to address the gaps and opportunities within Palm Beach County's behavioral health system. Local funders with a specific interest in behavioral health came together to organize the plan into action. In partnership with seven other funders, Palm Health Foundation hosted two community summits, where individuals with lived and learned experience provided input on how to move the work forward under the umbrella of BeWellPBC. This collective impact initiative launched in February 2019 with a Stewardship Council functioning as governing body, an Executive Director providing operational oversight, and Palm Health Foundation serving as the backbone organization.

About BeWellPBC

To transform behavioral health and wellness in Palm Beach County, BeWellPBC is working to create a community culture in which every person in Palm Beach County feels hopeful, supported, connected and empowered. To do this, individuals across all sectors are engaged in the ongoing design and implementation including lived experts (residents with lived experience, caregivers and natural community supports) and learned experts (behavioral health professionals, system leaders, elected officials). The initiative focuses on 3 areas of impact: 1) stewardship coordination and alignment, 2) community solutions, and 3) workforce pipeline and though initially focused on youth and families has expanded to include all neighbors across Palm Beach County. Utilizing population health and equity lens, BeWellPBC takes a 2-pronged approach, leveraging existing resources and efforts to improve the system of care while also providing a platform for growing support and partnership for community-wide health and wellness. The combination of both is mutually reinforcing and supports BeWellPBC to build a movement that shifts mental models, builds supportive and empathic relationships, and challenges power dynamics and the status quo.

About the Position

The Support and Policy Manager will provide day-to-day support and facilitation of BeWellPBC activities related to policy strategizing, planning, and implementation. The Policy Manager will be employed by and receive supervision and support from the Executive Director and the backbone organization and will be accountable to BeWellPBC's Stewardship Council.

Key areas of responsibility:

Community Response Plan Coordination: Serve as logistics support to the Behavioral Health and Substance Use Disorder Steering Committee under the facilitation of Palm Beach County Community Services Department. Assist the committee with oversight of the updated, coordinated community response plan that is implemented through action of subcommittees and provides the structure and strategy to streamline continuity, communication, and collaboration across a continuum of support from substance use disorder and mental health services to social, non-clinical health care. Manage and share a communitywide dashboard that tracks and measures short and long-term recovery-oriented outcomes derived from local system of care work. Encourage integration of data sources and systems for improved coordination and efficiency of services. Ensure processes and practices that embed equity and transparency.

Behavioral Health Research and Policy: Work with content area experts to uncover policy opportunities and investigate trends in behavioral health, brain health, integrated pediatric care, and adult and children’s system of care. Identify, monitor and analyze all relevant legislation at the local, state and federal levels. Actively engage with partners by participating in relevant meetings and workgroups. Involve stakeholders by assuring ongoing communication about study and strategy focus and encouraging partnership on key issues. Coordinate, facilitate, and implement local discussion and determinations for policy position. Assist with grant or report-writing.

Community Engagement and Support: Interface with community members across Palm Beach County to cultivate and sustain relationships and determine community interest and outlook as related to policy. Prioritize community participation and direction in policy efforts by organizing and co-facilitating meetings/tasks/activities with community at the helm. Work alongside BeWellPBC action teams and clubs around developing policies and practices. Attend local events and meetings to represent and promote policy initiatives and campaigns. Develop policy materials (briefs, papers, policy fact sheets, charts, graphs, etc.) and communications for initiative email, social media, publication, and website with support from BeWellPBC creative team.

Learning and Evaluation: Provide facilitation and tracking of the research and policy process and practices in relationship to BeWellPBC’s goals and performance measures. Work with initiative and countywide efforts to show impact.

The Behavioral Health Policy Manager will perform all other duties as needed and assigned by the Executive Director.

Core Competencies and Characteristics

- Strong communication (verbal and written) and interpersonal skills
- Facilitation, coordination, community outreach and organizational skills
- Understanding of national, state, county, and community policy and practices
- Ability to build and maintain community relationships
- Ability to work with diverse stakeholder groups and in various settings
- Ability to work in a flexible, creative work environment
- Ability to manage multiple projects simultaneously
- Clear passion for behavioral health
- Resourceful
- Learner with a growth mindset
- Dedicated with a “Can-Do” attitude
- Results driven to achieve short and long-term high impact goals
- Function and operate as a team player, showing dignity and respect for all
- Understanding of health equity/equitable practices

Qualifications

- Bachelor’s degree required, preferably in health, social service, public health, or policy field with some experience working in government, advocacy or policy setting
- Commitment to the vision and approach central to BeWellPBC’s efforts
- Demonstrated commitment and passion to behavioral health
- Ability to work flexible hours including evenings and weekends
- Strong data acumen and computer skills, including experience using Microsoft Office products (Word, Excel, and PowerPoint) and social media/website/marketing design platforms
- Florida Driver’s License, automobile and auto insurance

A competitive salary and excellent benefits package are available for BeWellPBC’s Support and Policy Manager.

Please send a cover letter and resume by 4:00PM Friday April 15, 2022:

Lauren Zuchman, Executive Director

BeWellPBC

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