

Alaska Mental Health Trust Authority
Program Officer

Class Title: Program Officer (PO)
Reports to: Senior Program Officer (SPO)
Class Range: 22
Last updated: October 3, 2022

Under general direction of the Senior Program Officer (SPO), a Trust Program Officer provides support to Trust leadership and trust board of trustees in accomplishing trust goals and responsibilities as outlined in AS 47.30.660 and in developing policy concerning the nature, level, scope and funding of the state's Comprehensive Integrated Mental Health Program. Under general administrative direction, POs represent the Trust in relationships with the public on matters pertaining to program responsibility.

The PO is responsible for highly complex programs where duties require an in-depth involvement with and knowledge of operational programs in the areas assigned, including study of plans and determination of appropriate action based upon accumulated facts, figures and considered judgment.

The PO has substantial responsibility for the way in which policies are carried out. Duties require this position remain aware of and have perspective into the importance, status, and probable effects of ongoing and continually changing programs. Position assists the Senior Program Officer (SPO) and Trust by providing policy advice to the executive team.

This is an exempt class with advanced planning and implementation responsibility, requiring independent judgement exercised in concert with direction provided by the SPO and provides support to the chief executive officer, chief operating officer and board of trustees in accomplishing Trust goals and responsibilities.

POs are expected to have significant expertise in program planning, development, implementation, meeting facilitation, and budget planning and monitoring for multiple areas as well as in contract management and grantmaking. POs are expected to have a comprehensive knowledge of the social service delivery system and a high comfort level with advocating on behalf of Trust beneficiaries.

POs function in collaboration and cooperation with several stakeholder partners, including the Trust's statutory advisory boards: Advisory Board on Alcohol and Drug Abuse, Alaska Mental Health Board, Governor's Council on Disabilities and Special Education, and Alaska Commission on Aging, and other planning and advocacy partners. POs are a conduit of information between the Trust and these identified partners to facilitate relationships, effective planning, policy, advocacy and grant making.

Key accountabilities:

Initiative Management

- Responsible for the coordination and facilitation of workgroup and stakeholder meetings, agendas, and coordination with other functions within the Trust Authority.
- Coordination and implementation of programs/projects that are politically sensitive, highly diverse and complex, and require organization of multiple private and public agencies.
- Leads and facilitates program areas of expertise, content specialties and focus area responsibilities.
- Ensures effective communication for coordination of planning, evaluation and advocacy.
- Develops and implements budget recommendations and strategies tied to the Comprehensive Integrated Mental Health Program Plan.

Policy and planning

- Collaborates with the SPO and senior leadership to carry out the vision, direction and strategy of the Trust.
- Coordinates and ensures adherence to statutes, regulations, policies and procedures in execution of Trust program activities.
- Acts as an advocate and liaison for the Trust and Trust beneficiaries with state agencies, service providers, consumers, advocacy groups, private sector and the public.
- Communicates with a variety of stakeholders regarding issues affecting Trust beneficiaries, enlists support, negotiates commitments and makes recommendations regarding course of action.
- Develops and maintains positive working relationships with statutory advisors and other key stakeholders.
- Works with advisory boards and state agencies to assist with legislative bill tracking, analysis and advocacy related to the budget and beneficiary issues.
- Generates responses to legislative questions on policies, bills, and budgets relevant to Trust beneficiaries.
- Provides recommendations to leadership with respect to public policy issues affecting the Trust and Trust beneficiaries.
- Represents the Trust's interests by serving on a variety cross sector committees that assists with achieving results and furthering the mission of the trust through engaged partnership and collaborations.

Knowledge, Skills and Abilities:

- Competence in legislative process, and programs affecting planning efforts in Alaska.
- Adapt, prioritize and manage multiple demands and information in a dynamic and rapidly changing work environment.

- Fluent in project management, program development principals and tools.
- Contract management and grant making
- Preparation of comprehensive policy recommendations based on sound professional standards
- Able to recognize and understand public sector influences;
- Able to analyze complex issues/ policies and propose viable solutions and course of action.
- Plan and implement complex health and social service care delivery systems and services.
- Convene and facilitate stakeholder events, workgroups and planning sessions.
- Ability to handle multiple projects, set goals, monitor progress, re-order priorities, and adjust resources to accomplish objectives.
- Evaluate impact and effectiveness of initiatives/projects.
- Communicate effectively
- Represent the Trust in a variety of public forums (i.e., legislative hearings, media relations, community meetings, etc.).
- Ability to interact effectively with Alaskans experiencing a mental health condition, substance use addiction, intellectual and developmental disability, Alzheimer's disease or related dementia, and traumatic brain injury, their families or others acting on their behalf, and those providing services to these Alaskans
- Develop and maintain positive working relationships in challenging and sometimes adverse circumstances.
- Recognize and understand public sector influences.
- Analyze complex systems and issues, policies and situations, and propose viable solutions and courses of action.
- Develop criteria and evaluate services for effectiveness and efficiency.

Minimum Qualifications:

A bachelor's degree in public health, public administration, social work, planning, social sciences, public health administration, law, or related fields.

AND

Five years of increasingly responsible professional experience in a specific subject-matter area and/or sector of importance to the Trust.

A professional or master's degree in an area of Trust interest is preferred.