



Job Title: Nexus SD Partner Engagement Specialist
Responsible to: Care Coordination Program Director
Locations: Sioux Falls
Responsibilities: The Nexus SD Partner Engagement Specialist is responsible for implementing partner engagement and training for the Nexus SD project in South Dakota. The Nexus SD Partner Engagement Specialist will be passionate about social determinants of health and motivated to engage health and human service providers in a statewide closed-loop referral system of committed partners who want to provide person-centered care and share data across sectors to improve care coordination. The successful applicant will have a track record that demonstrates their talents at engaging partners through group facilitation, individual conversations, and large group presentations to ultimately become part of the Nexus SD statewide collaboration. This position would be ideal for a versatile and dedicated professional who can generate enthusiasm for a shared vision to create conditions for successful systems change.

Job Requirements:

- Bachelor's Degree with two years related experience and/or training; or equivalent combination of education and experience required.
- Regular travel to South Dakota communities
- Project management experience desired
- Strong public speaking and communication skills
- Ability to influence others and move toward a common vision or goal
- Strong strategic awareness and innovative thinking skills
- Ability to read and interpret documents such as policy and procedure manuals
- Ability to write routine reports and correspondence.
- Ability to effectively trouble shoot complex issues
- Proficient in Microsoft office programs with an emphasis in excel
- Offers of employment contingent upon acceptable background check

Personal Qualifications:

- Enthusiastic, teamwork oriented attitude
- Ability to learn, operate and teach software programs
- Ability to establish and maintain effective working relationships with partner agencies
- Possess excellent listening, organizational, written and verbal communication skills
- Outgoing and comfortable with people

A. Implement the recruitment and onboarding of partners in specific South Dakota communities

1. Implement outreach strategy and onboarding processes following the lead of the Nexus SD Partner Engagement Coordinator, and in coordination with the Nexus SD Project Team including Department of Health staff and the technology vendor.
2. Communicate feedback with leadership at the Helpline Center and other key stakeholders to support system improvement.
3. Outreach and build relationships with health and human service organizations across South Dakota.
4. Provide training and support to partner agencies on correct software usage and data collection.
5. Provide input and strategies to support agency onboarding.

Date: June 2024

6. Enforce and monitor policies and procedures of Nexus SD.
7. Provide monthly program status updates on successes and challenges.
8. Serve as a point of contact for data entry for the coordinated system. Provide data entry as necessary for the project.

B. Professionalism

1. Support and carry out the mission of the agency.
2. Develop and maintain close relationships with various constituencies within the community.
3. Be involved with the community at large and appropriate professional organizations.
4. Follow agency policies, including personnel and programmatic.
5. Participate in the agency, demonstrate team participation and a work place philosophy that enriches staff's ability to reach goals and provide a high level of customer service.
6. Develop professional and personal growth through opportunities and involvement.

C. Additional Duties

1. At times, staff will be required to perform additional duties beyond those specified. Management retains the discretion to add or to change the duties of the position at any time.

Hours: Hourly FT position. Office hours, 8 a.m.-5 p.m. or as required.

Employee

Date

Supervisor

Date
