

## Facilitation Responsibilities

This job involves assisting the community group for the next 8-12 months in developing their plan for improving early childhood mental health and in deciding on a collaborative structure to implement that plan.

For plan development, the community group will pool assessment information and complete the Community Early Childhood System of Care Self-Assessment (ECSOC). From all assessment information garnered the group will identify needs, barriers and opportunities; decide on outcomes and develop a work plan (inclusive of a timeline) and budget. Deciding on the collaborative structure for the future involves agreements between the community members as to how they will share information, collaboratively complete the work plan, and move toward sustainability.

The facilitator will be expected to work with the community group and with one of the Rooted in Relationships Coordinators from the Nebraska Children and Families Foundation.

The facilitation role involves three primary tasks:

1. Assist the steering committee in developing processes and procedures to use in the meetings and in their work. These planning sessions will often be by phone and e-mail contact and will be built around the outcome desired at each stage.
2. Facilitate the meetings of the community group during the planning phase.
3. Compile the notes from each meeting and provide those to the coordinator and community group in a format that moves the work forward.