| **Program Activity** | **Responsibilities** |
| --- | --- |
| **Community Care Coordination Planning and Development** | * Act as a liaison for DRCHSD staff for community care coordination planning * Act as point of contact for DRCHSD staff and Health Care Organization team * Facilitate communications between various parties * Assist with ongoing community health needs assessments and monitoring of changes in community health outcomes, as identified * Review, understand, and present the community health status report provided by DRCHSD staff to the Health Care Organization leadership teams and community partners * Assist the executive team and community partners through community care coordination planning activities * Consult with executive team to schedule community care coordination events and workshops * Build awareness of Health Care Organization services with community * Engage community partners in Program activities * Coordinate and host community care coordination events and workshops * Assist in the development and implementation of a community care coordination plan * Support the implementation of the community care coordination action plans * Support community care coordination events by facilitating workshops, conversations, and presentations |
| **Community Champion Learning** | * Attend and participate in:   + Community Champion learning collaboratives   + Trainings bootcamps   + Annual summits, workshops, bootcamps   + Community Champion Q&A Worktimes   + DRCHSD Program Webinars (supportive of community care coordination planning)   + National and regional conferences |
| **DRCHSD Staff Communications (one: one, check-in, community care coordination planning calls, emails, etc.)** | * Prepare for and participate in regularly scheduled Center calls * Respond timely to Center communications |
| **Progress Reporting** | * Submit quarterly progress report programmatic checklist to DRCHSD staff and Health Care Organization leadership. * Participate in quarterly calls to share action plan(s) implementation and progress of community care coordination plan |
| **Engage Community and Build Relationships** | * Conduct community outreach to local health and social service providers * Build community support and gain buy-in for program activities * Act as a catalyst for culture change * Promote health and wellness * Assist in improving community health outcomes * Share county health rankings with community * Promote the Health Care Organization’s services and quality of care * Build awareness of locally available services * Assist in the development of short videos of the community * Provide monthly updates to community partners and other community members, organizations and agencies defined by leadership |
| **Other DRCHSD Program Consultations and Assessments (as appropriate – participation should not inhibit community care coordination planning progress)** | * Support the Health Care Organization team through Program activities * Observe action planning sessions to support community care coordination planning * Participate as requested by the executive team in post-project follow-up activities * Support executive team with implementation of recommendations in relation to community care coordination planning and as applicable to the role and their skill level * Participate in Program evaluation activities, as applicable to their role |