

Exhibit A



Head of the Lakes Collaborative CIT Coordinator Description of Services

The Crisis Intervention Team (CIT) Coordinator is responsible for organizing and standardizing CIT trainings within the CIT Program. This position can be under either a behavioral health agency or a law enforcement agency or both. Building on the CIT Training model, the CIT Coordinator is responsible for the following duties:

- A. The CIT coordinator will be a part of the law enforcement community and act as a liaison by maintaining partnerships with program stakeholders in order to ensure the success of CIT. The coordinator's involvement with CIT will start from the beginning and continue through the planning, implementation, and evaluation stages. The CIT coordinator will provide support to CIT officers through training and feedback. The qualifications will include leadership ability and experience working with the Criminal Justice system. The job responsibilities will include program development, training coordination, and maintenance of relationships with community partnership. The CIT coordinator will also be a point of contact with the law enforcement agencies in the community and brings stability to the program.
- B. The coordinator will be a part of the mental health community. The coordinator will provide leadership and serve as a liaison with the advocacy groups and law enforcement communities. It is important that each of these work together to fulfil the overall mission of the community.
- C. This position will have significant operational component that involves the training, curriculum and the function of the receiving facility or receiving facilities by :
 1. Managing the logistics and coordination of training presenters and activities;
 2. Developing and producing a training manual for participants;
 3. Overseeing course evaluations and enhancing the quality of the training;
 4. Enhancing the system for gathering and analyzing data;
 5. Working with the planning committee to develop smaller, more focused trainings for other criminal justice players such as probation/parole officers, dispatchers, and EMS;
 6. Educating the community about the goals and purpose of the program.;
 7. Enhancing community awareness as well as following state mandates and protocols;
 8. Interfacing with the criminal justice system, county and private social services, mental health services, state and other systems.;
 9. Maintaining and completing all appropriate records related to logistics and planning, preparing written reports, entering statistical data;
 10. Conducting program evaluation and monitoring.
- D. The Coordinator will develop close working relationships with various agencies including (but not limited to) the Police Department, District Judges, Sheriff's Office, Probation and Parole, City and County Attorney's Offices and Public Defender's Office. The Coordinator will be available as an in-person resource to and provide at least one in-person 8-hour training to each of the following counties and tribes: Carlton, Cook, Lake, Koochiching, St. Louis (North and South), Itasca, Boise Forte, Fond du Lac, and Grand Portage. The Coordinator must be able to communicate and understand the many complexities that arise from interaction with different systems.

QUALIFICATION REQUIREMENTS

Minimum: Associate's degree in Criminal Justice, Sociology, Psychology, Communications, Business Administration or related field plus one year's experience working with criminal justice system and or mental health.

Substitution: Additional qualifying experience may substitute for educational requirement on a year for year basis. Directly-related higher level criminal justice degrees may substitute for the Associate's degree, education requirement and one year of experience.

Desirables:

- a) experience with law enforcement, criminal justice system and logistics;
- b) experience in developing and training professionals;
- c) experience in general knowledge regarding mental health and community based mental health programs.

Working Conditions:

- a) This is a half time position that will primarily be working in southern half of St Louis County. There may be times that this position will require commuting outside of St Louis County for training, meetings and liaison work.
- b) The possibility of making this a full time position is not out of the picture. With the right candidate and the right amount of need from other communities, this position could serve regionally and work within the six counties in this region along with the three tribes. The candidate selected would need to put together a proposal to the grant holder regarding how they envision this growing. This does not limit this position from consulting and working with the agencies in this region at this current point but leaving the door open for future possibilities.