



## **VOLUNTEER POSITION DESCRIPTION**

**JOB TITLE:** Kitsap County Mental Health, Chemical Dependency and Therapeutic Court Community Advisory Committee Member

**DEPARTMENTS:** Commissioners, Department of Human Services

**STAFF:** Hannah Shockley, Human Services Planner, Department of Human Services  
Doug Washburn, Manager, Department of Human Services

### **JOB SUMMARY:**

Act as part of an 11-member committee to advise and make recommendations to the Board of County Commissioners regarding mental health, chemical dependency, and therapeutic court service needs.

### **JOB DUTIES:**

The Community Advisory Committee members are appointed by the Kitsap County Board of Commissioners. The Committee's specific responsibilities include, but are not limited to:

- Review the Behavioral Health Strategic Planning Teams needs assessment, goals, objectives and strategies aimed to meet the behavioral health needs of the community.
- Review applications for funding based on the Board of Commissioners' strategic direction and priorities and criteria for distribution then recommend appropriate proposals and funding levels to meet the County's behavioral health service needs.
- Ensure the implementation and evaluation of the strategies and programs funded by the Treatment Sales Tax are transparent, accountable and collaborative.
- Submit an annual report to the Board of Commissioners that lists programs funded, amounts allocated and expended, number of individuals served, and performances measured along with recommended program and/or process changes based on the measurement and evaluation data.
- Review the Behavioral Health Strategic Plan every three years to assess the overall progress towards achieving Kitsap County's behavioral health goals.
- Reconvene the Behavioral Health Strategic Planning Team every six years to update the Behavioral Health Strategic Plan.

### **COMMITTEE MEMBERSHIP:**

The Community Advisory Committee is comprised of 11 members who serve three-year terms and includes six at-large representatives and one each from the Salish Behavioral Health Organization, Commission on Children and Youth, Area Agency on Aging; Law and Justice; and Education.

During the program funding selection process, Committee members must not be engaged in any activity - including participation in the selection, award, or administration of a sub-grant or contract - supported by the Treatment Sales Tax funds if a conflict of interest, real or apparent, exists. Such a conflict would arise when: 1) the individual, 2) any member of the individual's immediate family, 3) the individual's partner, or 4) an organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm or organization selected for award.

### **SKILLS AND QUALIFICATIONS:**

Applicants must be residents of Kitsap County, willing and able to attend monthly meetings and serve on optional subcommittees. Applicants should have expertise that will enhance the function and effectiveness of the Advisory Committee in fulfilling its responsibilities.

For more information, Kitsap County Volunteer Services at (360) 337-4650 or [rpirtle@kitsap.gov](mailto:rpirtle@kitsap.gov).