

Community Health Coordinator Job Description

Background

Boards of Health in this region agree that there has been one positive from the pandemic: a cooperative spirit, among local public health in Central Mass and across Massachusetts, that has been a consistent source of support through the most trying times. Towns share risk messaging materials, collectively navigate rapidly updating workplace safety guidelines and Governors' orders, and share tips on contact tracing, testing, and vaccination efforts. In fact, this group pulled together quickly with to develop one a regional vaccination site for an area that would have otherwise been a vaccine desert. This shared experience has fostered cross-jurisdictional relationships that have left this area well-primed for further regional collaboration. This position is funded by a Public Health Excellence Grant through the Department of Public Health. The grant has a three-year term subject to funding from the Commonwealth of Massachusetts.

Statement of Duties

Employee has the responsibility to coordinate community health programs, public education and risk messaging and to collaborate with a wide range of community partners to advance these initiatives. Employee is required to perform all similar or related duties.

Supervision Required

Under the general direction of the BVPPH (Blackstone Valley Partnership for Public Health) the employee is familiar with the work routine and uses initiative in carrying out responsibilities and tasks independently with specific instruction. The Northbridge Town Manager is the direct supervisor for this position. The Board of Health for each Town provides additional and specific instruction for accomplishing the program objectives. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to ensure that completed work and methods used are accurate and that instructions are being followed.

Supervisory Responsibility

Employee is not required to regularly supervise Town employees.

Confidentiality

Employee has access to confidential information in accordance with the State's Public Records Law such as department and client records related to communicable diseases, and lawsuits.

Judgment

Varied and responsible duties require the exercise of judgement and initiative, particularly in situations not clearly defined by precedent or established procedures.

Complexity

The work consists of a communication, coordination, discussion, and relationship building with numerous town departments and external stakeholders. Employee is expected to use

excellent communication skills and effective coordination to achieve program goals.

Work Environment

Most work is performed in typical office settings, with regular attendance at off-site meetings, including occasional ones beyond normal business hours. The employee operates standard office equipment.

Nature and Purpose of Relationships

Employee is in communication constantly with co-workers, supervisors, other Town employees, the public, and external groups and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, and the news media. The employee may serve as a spokesperson or recognized authority of the department in program-related subjects, including controversial matters where tact is required to avoid friction and obtain cooperation.

Accountability

The nature of work increases the probability that errors could be serious. Consequences of errors, missed deadlines, or poor judgment may include delay of program progress, loss of grant fund, loss of the position, and legal repercussions.

Occupational Risk

Duties generally do not present occupational risk to the employee.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. BVPPH understands that the job functions may shift based on the qualifications and experience of the employee. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Coordinates day-to-day activities of the BVPPH community health programs and initiatives including but not limited to:
 - COVID-19 or related Risk Messaging and Public Education, developing materials at the direction of each town
 - Substance use prevention and recovery initiatives
 - Age and Dementia Friendly Community Program
 - Mass in Motion
- Connects individuals with public health resources, especially those that are referred by local inspectors.
- Applies for and manages related grants
- Maintains sound financial records in accordance with Town procedures and grantor requirements.
- Works closely with various stakeholders to accomplish program objectives.
- Shares and disseminates existing and collected data to internal and external audiences.
- Monitors program progress, goals, and objectives. Maintains regular contact with the

member Towns.

- Provides public health education and programs in the community as needed
- Maintains knowledge and expertise in relevant areas of public health and changes in pertinent public health laws and regulations.
- Assists and participates in the organization and development of the BVPPH strategic planning process, accreditation, organizational improvement strategies, assessments and evaluations, and emergency preparedness programs.

Recommended Minimum Qualifications:

Education and Experience:

Position requires a Bachelor's degree in public health, social work, urban studies, or a related field; and one to three (1-3) years' experience in public health or a related field; or any equivalent combination of education and experience.

Special Requirements:

Valid Class D motor vehicle driver's license. Required to obtain Community Health Worker Certification (<https://www.mass.gov/how-to/apply-for-community-health-worker-certification>) within 2 years of hire.

Knowledge, Abilities, and Skill

- Experience coordinating and convening community coalitions
- Experience working with diverse populations and broad-based coalitions
- Experience facilitating groups and meetings
- Excellent oral and written communication skills
- Ability to work with a variety of stakeholders that have different needs, priorities, and level of readiness
- Knowledge of the region and its main community stakeholders
- Strong organizational skills
- Ability to prioritize and multi-task
- Intermediate or higher-level skill in Microsoft Office suite
- Knowledge of Community Health work in Massachusetts as well as the Massachusetts Department of Public Health and associated Community Health Programs is also preferred.
 - Daily access to a car for travel to meetings

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills

Minimal physical demands are required to perform most of the work. The work principally involves working at a desk, occasionally needing to move throughout the office. May be

required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

Supplemental Information

This is a part-time position. Starting salary will range from \$32,500 to \$37,500 depending on qualifications and experience. Depending on qualifications, it is preferred that this position be a full-time benefitted position if an applicant is able to perform inspections under the direction of the Boards of Health. This position is exempt under the guidelines of the federal Fair Labor Standards Act

The Central Massachusetts Regional Planning Commission is assisting with the hiring process by vetting candidates and presenting options to the hiring committee. A resume and letter of interest should be emailed to: Connor Robichaud crobichaud@cmrpc.org. Priority will be given to applications received on or before July 23, 2021. This position is open until filled. Candidates must have legal authorization to work in the USA.

Each Town is an Equal Opportunity/ Affirmative Action Employer. Your opportunity for employment will be based only on your merit, without regard to race, religion, sex, age, national origin or disability.