



PUBLIC HEALTH COORDINATOR

DEFINITION: Under supervision of the Deputy Director of Public Health and Prevention, provide planning, administration, oversight and supervision of new and ongoing projects and activities. Will develop and implement processes, work with program staff, and assist leadership with defining and prioritizing projects related to the strategic plan and public health accreditation.

This position requires project management, interpersonal, and communication skills. A successful candidate will possess strong analytical and problem-solving skills and should feel comfortable working with a wide range of community partners within a complex service delivery system. Under the leadership of Deputy Director, project management will be at the forefront and will require but not be limited to training, supporting, and directing internal teams throughout the strategic planning and accreditation life cycle, as well as throughout the implementation of statewide initiatives.

Examples of Duties

ESSENTIAL JOB DUTIES: The Public Health Coordinator is responsible for managing and coordinating the accreditation process within public health, from early preparation for accreditation, through the accreditation decision, and the post- accreditation annual reports to PHAB. The Coordinator is the primary and single point of contact for communication between the public health division and Public Health Accreditation Board (PHAB) staff throughout the entire accreditation process. The Coordinator will:

Plan, direct, and administer the implementation and ongoing management of division strategic planning process and requirements.

Ensure plans and special projects are trauma-informed and developed through a cultural awareness lens.

Participates in special projects; may act as lead in a team project.

Performs a variety of administrative support activities to ensure division grant requirements are met in a timely manner.

Prepares agreements, contracts, requests for proposals, financial spreadsheets, correspondence, reports, charts, graphs, at the guidance and request of Deputy Director.

Direct, coordinate, and monitor the development of designated programs' work plans, priorities, and evaluation criteria.

Review current policies and operating procedures, develop changes to enhance efficiency and work to implement new policies and procedures as needed.

Oversee and monitor subcontracts and all deliverables.
 Identify programmatic goals, objectives, priorities, develops strategies for the successful achievement of those goals, objectives, and priorities, ensuring strategies are developed within a trauma-informed, culturally aware lens.
 Direct and coordinate the implementation of accepted strategies and plans.
 Identifies and develops new and/or modified programs that promote and enhance health response, ensuring health equity.
 Conduct assessments of the health department's readiness to seek accreditation.
 Utilize designated system to complete all components of the Accreditation process from orientation to application.
 Coordinate the development and implementation of the public health division's internal plan to engage staff in the accreditation process.
 Engage partner organizations and community partners in the accreditation process.
 Facilitate the public health division's Accreditation Team.
 Organize the development of any required accreditation action plans in response to the Site Visit Report.
 Manage the development and submission of required annual reports and fees to PHAB.
 Communicate and follows-up with programs on outstanding issues that pertain to grant report submission.

Typical Qualifications

Education/Experience:

Path 1: At least five (5) years of progressively responsible professional experience including at least three (3) years of administrative and management/supervisory responsibility AND a bachelor's degree or higher with emphasis in public health, social science, and/or business/public administration or other applicable field is preferred;

OR

Path 2: At least six (6) years of progressively responsible professional experience including at least three (3) years of administrative and management/supervisory responsibility AND an Associates degree with emphasis in public health, social science, and/or business/public administration or other applicable field is preferred;

OR

Path 3: At least eight (8) years of progressively responsible professional experience in a public/private agency including at least three (3) years of administrative and management/supervisory responsibility.

Knowledge of:

Operations of the public health division
 The ten Essential Services of Public Health
 Continuous Quality Improvement frameworks
 Organizational and project management skills
 Meeting facilitation, discussions, and consensus processes
 Grant Management
 Report Writing
 Health equity planning and approaches to service delivery
 Impacts of trauma on health equity and access

Skills and Abilities:

Influence others and convey schedule deliverables in a concise manner

Work both in a team environment and independently with minimal supervision

Detail oriented with excellent organizational, planning and follow-up skills

Make assignments to co-workers and set deadlines

Read and understand grant terms as they relate to reporting and transactional approval requirements

Engage in outreach and information activities to identify and secure funding for projects and programs

Conduct training of QA concepts and tools

Establish and maintain cooperative working relationships with multi-system partners

Monitor and coordinates multiple reporting due dates and focus activities on the reports for complex projects

Special requirements: You may be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation. Your position may be required to serve as a Disaster Service Worker during a County emergency.
