



## Town of Orange, Massachusetts Job Description

<b>Position Title:</b>	Full Time – Health Dept Shared Services Coordinator	<b>Salary:</b> \$24 - \$26/hr
<b>Department</b>	Health	<b>Hours:</b> 34-38/week
<b>Reports to:</b>	Board of Health	
<b>Status</b>	Non-union, exempt	
<b>Deadline</b>	Posted until filled	

### **SUMMARY:**

The Town of Orange seeks a dynamic Shared Services Coordinator to support the North Quabbin Health Collaborative. This role will coordinate share public health services across five towns, helping to implement the recommendations of the 2019 Special Commission on Local and Regional Public Health and promote healthier communities.

The Shared Service Coordinator is a grant-funded position and will be based in the Town of Orange’s Health Department. This role will serve on a regional basis to ensure coordination of shared nursing, inspectional and social work resources for the participating health departments of Orange, New Salem, Petersham, Warwick and Wendell and lead efforts to secure resources for ongoing work of the shared service initiative.

### **SUPERVISION:**

Works under the supervision of the Town of Orange Health Agent/Director in accordance with applicable rules, regulations, and policies. Varied and responsible duties require the exercise of judgment and initiative, particularly in situations not clearly defined by precedent or established procedures.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The essential duties listed below are illustrations of the type of work performed. 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.*

- Coordinate staffing and operations of shared public health services.
- Manage a framework for allocating shared staff resources and tracking service requests.
- Monitor and report on staff activities; prepare quarterly reports.
- Convene regular meetings with municipal public health leaders and staff.
- Oversee shared services grant budget and reporting.
- Build and maintain relationships with community stakeholders and partner organizations.
- Support grant writing and fundraising to sustain and expand services.
- Collaborate on public health initiatives, outreach, education, and advocacy.
- Handle scheduling, administrative tasks, and other duties as needed.



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### **QUALIFICATIONS and ABILITIES:**

- Bachelor's degree in public health, administration, social work, or related field.
- Minimum 2 years of experience in public health or municipal administration preferred.
- Strong communication, organizational, and data interpretation skills.
- Proficiency in Microsoft Office; GIS experience a plus.
- Experience in program management and stakeholder engagement.
- Commitment to health equity and cultural competency.
- Familiarity with Massachusetts public health systems.
- Grant writing and reporting experience.
- Valid MA driver's license and access to reliable transportation.

### **Required Credentialing After Hire:**

Completion of the Foundations for Local Public Health Practice course within one year of hire.

### **WORK ENVIRONMENT:**

Primarily office-based with regular off-site meetings. Occasional remote work may be approved. Frequent interaction with town departments, agencies, and the public. May involve direct client contact and require immunizations.

Errors could result in delay, loss of service, loss of grant fund, and/or legal repercussions, and could be costly for the Town.

### **PHYSICAL REQUIREMENTS:**

Moderate physical effort is required to perform duties under typical office conditions and travel to off-site locations. The employee is frequently required to sit, speak, hear, and use hands to operate equipment. Off-site locations may include meeting spaces, schools, clinicians' offices, hospitals, and homes of patients/clients. Vision requirements include the ability to read and analyze documents and use a computer.

A Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as needs of the employer and requirements of the job change. External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined on a case by case basis.*