

NOTICE OF VACANCY
October 1, 2021

POSITION: **Community Health Program Coordinator**
Massachusetts Collaborative for Action, Leadership, and Learning 3
(MassCALL3) grant program

DEPARTMENT: **Health**

STARTING SALARY: PR4 \$58,993.50 – 61,373.64

HOURS: **Monday, Wednesday, Thursday 8:30 am to 5:00 pm**
Tuesday 8:30 am to 7:00 pm
Friday 8:30 am to 2:00 pm
Some evenings for meetings and/or community events

Statement of Duties: Employee has the responsibility to coordinate community health programs and to collaborate with a wide range of community partners and develop a plan for implementation such programs. Employee is required to perform all similar or related duties.

Supervision Required: Under the general supervision of the Director of Public Health and Assistant Director of Public Health, and direct supervision of the Community Health Manager, the employee is familiar with the work routine and uses initiative in carrying out responsibilities and tasks independently with specific instruction. The supervisor 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 insure that completed work and methods used are technically accurate and that instructions are being followed.

Supervisory Responsibility: None.

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 other city 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 city 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. 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.

1. Coordinates and implements community-wide efforts to address youth substance misuse issues and their underlying causes (*this position is 100% grant funded through June 30, 2023 with options to extend to June 30, 2029*)
2. Coordinates assessment, capacity building, planning, implementation, and evaluation efforts
3. Build and maintain strategic partnerships to support coordinated, community-wide approaches to substance misuse prevention efforts through policy, practice, systems, and/or environmental changes.
4. Oversee the development, refinement and implementation of a strategic plan
5. Shares and disseminates existing and collected data to internal and external audiences.
6. Monitors program progress, goals, and objectives. Maintains regular contact with departmental leadership team.
7. Serves as a public health educator by conducting seminars, lectures, and other public forums.
8. Maintains knowledge and expertise in relevant areas of public health and changes in pertinent public health laws and regulations.
9. Prepares and files all grant related reports as needed.
10. Maintains sound financial records in accordance with city procedures and grantor requirements.

11. Assists and participates in the organization and development of the department's strategic planning process, accreditation, organizational improvement strategies, assessments and evaluations, and emergency preparedness programs. Maintains regular contact with departmental leadership team.

12. Participates in public health programs in the community as required.

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.

Knowledge, Abilities, and Skill

- Experience with community organizing, working with diverse populations and broad-based coalitions
- Experience facilitating groups and meetings
- Excellent oral and written communication skills
- An understanding of the social determinants of health and a commitment to social justice, racial and health equity; an understanding of how racism is a public health issue
- Ability to work with a variety of stakeholders that have different needs, priorities, and level of readiness
- Experience promoting collaborations and partnerships within and/or across agencies and communities
- Knowledge of Framingham and its main community stakeholders
- Experience analyzing and presenting data
- Strong organizational skills
- Ability to prioritize and multi-task
- Proficiency in Spanish and/or Portuguese strongly preferred
- Knowledge and application of SAMHSA's Strategic Prevention Framework (SPF) strongly preferred
- Intermediate or higher-level skill in Microsoft Office suite
- Daily access to a car for traveling to meetings
- Certified Prevention Specialist, in the process of becoming certified, or willing to work towards certification

The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.

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