



JOB POSTING

POSITION TITLE: **Community Health Strategist**

LOCATION: Public Health

HIRING RANGE: \$54,595-\$60,765/Yr.

STATUS: Full time

HOURS PER WEEK: 40

WORK HOURS: 8:00 am – 4:30 pm

APPLICATION DEADLINE: **Recruitment will be ongoing**

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

**WINNEBAGO COUNTY
POSITION DESCRIPTION
March 2023**

POSITION TITLE: **Community Health Strategist - Drug Free Communities Grant Coordinator**

DEPARTMENT: Public Health

PAY BASIS: Salaried

SCHEDULE: 40 hours/week
Normal work hours: 8:00am-4:30pm

PURPOSE AND SUMMARY:

Provides coordination of Drug Free Communities (DFC) Grant activities, ensures completion of objectives and reports, coordinates community volunteers and workgroups, and handles the day-to-day business of the grant project. Provides coordination of Breakwater: A Community Together. The DFC grant works to enhance and strengthen collaboration among communities and reduce substance use by youth, and over time, adults.

ESSENTIAL FUNCTIONS:

1. Manages all aspects of the Drug Free Communities (DFC) Grant including but not limited to developing, monitoring, completing and reporting on all grant aspects as required.
2. Provides coordination of Breakwater: A Community Together to support coalition activities directed at DFC activities and goals, primarily reducing and preventing youth substance use of alcohol, marijuana, and other substances. Leads the development, implementation and evaluation of the coalition action plan.
3. Coordinates efforts to organize community members and partners; builds and maintains a dedicated group of community members and partners with representation across community sectors and population groups. Collaborates with community organizations, and community members to achieve coalition and grant objectives, strategies and activities.

ADDITIONAL ESSENTIAL DUTIES:

1. Collects and analyzes data to identify community needs prior to planning, implementing, monitoring, and evaluating programs and strategies designed to encourage drug free communities.
2. Collaborates with existing statewide programs and coalitions.
3. Initiates, distributes, and maintains correspondence related to coalition activities.
4. Identifies specific educational, sustainability, advocacy and policy-building opportunities for developing community awareness and support for public health programs and services.
5. Coordinates activities of assigned staff, students, interns, volunteers and other assigned support.
6. Attends training sessions/conferences/workshops pertaining to coalition building, promotion and drug prevention/reduction programs.
7. Addresses the public health problems of defined target groups; coordinates activities with other agencies, volunteers, and groups in all jurisdictions of the coalition to achieve greater impact, avoid duplication and enhance the effectiveness of the public health education effort.
8. Occasional travel across parts of Wisconsin and infrequent travel to other states.
9. Recruits and trains community members, youth, and partner organizations to participate in coalition-related activities and assist with assigned objectives, as appropriate.
10. Initiates, distributes, and maintains correspondence to inform coalition partners and members of coalition-related information and activities.
11. Assists the Public Health Supervisor and/or Director in budgeting and monitoring of the use of funds directed toward program goals and objectives.
12. Documents activities as required through the Health Department and other funding sources.
13. Drafts news releases and other publicity programs to interpret to the public the work and issues addressed by the grant and health department; prepares reports, brochures and related materials on relevant topics.
14. Identify and pursue potential funding sources and write grants as needed to sustain the coalition.
15. Routinely conducts professional public speaking presentations to promote coalition priorities and activities.
16. Utilizes social media sites, blogs, TV presence and website for contemporary coalition outreach and engagement.
17. Participates in public health emergency response training and drills.

18. Reports to work as called in 24/7 in a public health crisis or emergency and performs public health emergency response duties as assigned and consistent with training provided.
19. Other duties as assigned.

WORK RELATIONSHIPS:

1. Reports to Public Health Supervisor- Community Health & Prevention
2. Works with community organization partners, local/state coalitions, and the public.
3. May supervise AmeriCorps members and project interns.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. Bachelor's degree in Human Services, Public Health, Organizational Leadership, or related field or an equivalent combination of education and experience.
2. At least three years of professional experience working in the field of health and/or human services or in coalition coordination is preferred.
3. Demonstrates grant management, community engagement, and leadership skills.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Proficiency with personal computers and Microsoft Office programs (Excel, Publisher, Word, PowerPoint, Outlook), Google applications, and social media. Some knowledge of or ability to learn website design software is preferred.
2. Possesses a strong understanding of the public health approach to community change.
3. Demonstrates strong managerial skills including the organizational leadership required to fulfill the coalition's mission (to create and implement strategic plans and guide the achievement of the group's objectives).
4. Demonstrates strong verbal and written communication skills.
5. Self-motivated and self-directed.
6. Demonstrates strong organized skills with the ability to multitask.
7. Skillful in establishing and building community partnerships, developing leaders, and maintaining partnerships with staff, volunteers and community organizations
8. Ability to support and value coalition member leadership and decision making.
9. Knowledge and experience in community engagement, coalition building, and advocacy strategies, principles and practices.
10. Mature and tactful in dealing with persons of diverse backgrounds and with persons of varying levels of education, understanding and values.
11. Ability to develop and maintain positive community and public relations while working collaboratively with a wide variety of community partners.
12. Demonstrates both detail-oriented as well as broad picture concepts and principles.
13. Ability to maintain accurate and complete reports and data electronically.
14. Ability to organize work and work productively with indirect supervision in a highly visible public sector.
15. Ability to adapt to changing programming and workplace priorities.
16. Ability to accommodate flexible scheduling to address program needs.

PHYSICAL REQUIREMENTS:

1. Engage in the following movements: Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping. Feeling and writing and repetitive motions.
2. Exert up to 30 pounds of force occasionally, and/or negligible amount of force constantly to move objects.

3. Hearing ability sufficient enough to communicate with others effectively in person and over the phone.
4. Visual ability must be sufficient enough to read typewritten documents, computer screen and drive a car.
5. Ability to work in adverse weather conditions, and uncomfortable indoor environments during a public health crisis or emergency. Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as ice/snow, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, chemicals and animals.
6. Employees may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

If unable to demonstrate these abilities based upon a standard, objective assessment performed by external occupational health professionals, all reasonable accommodations will be made, in compliance with the Americans with Disabilities Act and any other applicable Federal and Wisconsin Law.