



## City of Grants

### POSITION DESCRIPTION

**POSITION TITLE:** Health Council Coordinator

**DEPARTMENT:** CONTRACT POSITION

**REPORTS TO:** City Manager

**POSITION SUMMARY:** The City of Grants is seeking a self-motivated individual to coordinate and lead the Cibola County Health Council. The Health Council Coordinator works to facilitate a multi-sector diverse community coalition and is responsible for assessing, planning, implementing and evaluating appropriate strategies for health improvements. This will include community engagement efforts, meeting coordination, data collection, and detailed grant writing, management and activity reporting.

#### **PRINCIPLE RESPONSIBILITIES/REQUIREMENTS:**

The Health Council Coordinator must be able to perform, but not limited to the following essential job duties, with or without reasonable accommodation.

- Recruit and retain cross-sector representative stakeholders and partners to build capacity of a community health council coalition.
- Acts as a community liaison that maintains relationships and regular communication and reporting to coalition members, partners, community organizations/members as well as local government.
- Obtains supporting documents or information for funding proposals; assists with grant writing, grants management and reporting as required or as requested.
- Assures that all activities identified in the project Strategic Action Plan are carried out in a timely manner and in a manner that will produce quality results.
- Engage in all in person and monthly remote meetings and all additional training outlined in DOH or related contracts and action plans.
- Coordinate & work in partnership with other community agencies to conduct assessments, collect and compile data and administer needed surveys related to health council work.
- Compile on required project reports.
- Composes, files, updates and distributes appropriate reports, minutes of meetings, general correspondence, evaluations, newsletters, information, etc. This may include management of websites and social media venues.
- Assists with, coordinates, and/or conducts program evaluation; prepares reports and participates in formal quality improvement projects.
- Facilitate, attend, and coordinate internal and external events and program and/or community coalition meetings.
- Represents the Health Council at public forums and community meetings and collaborates with others to ensure program success.
- Secures, manages, and coordinates outreach opportunities, events, and community projects, including but not limited to securing venues, equipment, supplies, and materials and promotion of the event.
- Adhere to established safety practices.
- Adhere to company policies and procedures regarding attendance, timekeeping, dress code and safety.
- Follows established processes and procedures based upon department policies.
- Performs similar or related duties as required or as situation dictates.

The above listed duties are normal for this position but dependent upon the level of skill, ability, and experience of the individual. They are not to be construed as exclusive or all inclusive. Other duties may be required and assigned. As a condition of employment, employees are required to perform other duties and special projects as assigned.

**MINIMUM QUALIFICATIONS & OFFICIAL REQUIREMENTS:**

- Bachelor's Degree in relevant field; relevant experience may be a substitute for formal education.
- Minimum of two (2) years of experience in health and human services, community development, or related field.
- Works well in an independent setting, self-motivated.
- Must possess or be able to acquire a standard New Mexico driver's license, have and maintain a good driving record and reliable transportation.
- Must pass a pre-employment drug screen and background check.
- Must be willing to work a flexible schedule, work from home, set up meetings at available locations, perform multiple tasks, and prioritize efficiently.
- Must be able to obtain a W-9 and invoice monthly with a detailed scope of work spreadsheet.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Demonstrated skills in advocacy, community relations, staff motivation, team building and Board development.
- Demonstrated excellence in communication, including written, verbal listening and public presentation skills.
- Demonstrated understanding of business and privacy ethics.
- Ability to exchange information openly, honestly and effectively.
- Ability to embrace emerging technologies and apply them.
- Ability to establish and maintain effective working relationships with health council, city staff and members of the community.
- Ability to articulate complex issues in a manner understandable by laypersons.
- Ability to read, understand and interpret health regulations, policies, procedures, reports and financial documents.
- Ability to develop compelling ways to promote the health council coalition to the community, activities to current members and increase appeal to new members.
- Ability to use internet for research, competent in Microsoft suite software, including Word, Excel, and PowerPoint.
- Skilled in facilitating, public speaking, project management, project assessment and reporting.
- Skills and ability to be detailed oriented, organized, team player, and the ability to coordinate multiple project activities and players.
- Knowledge of the principle and practices of ethical and professional rules on conduct.
- Knowledge of a high degree of technical aptitude.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

**PHYSICAL DEMANDS:** The physical demands described here are a 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 essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands and finger dexterity to operate office equipment, including telephones, printers, photocopiers, scanners and computer equipment. Employee must be able to reach with hands and arms, and talk and hear in order to communicate orally via telephone, and in-person. The employee is frequently required to change positions, walk, and may be required to stand for extended amounts of time. This position requires the employee to occasionally lift and/or move object weighing up to 50 or more pounds, such as boxes and stacks of records. Employee may be required to perform vehicular travel to facilities within the city. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment involves the everyday discomforts typical to home office work, with occasional exposure to outside elements. When working at home, the environment may vary dependent on the schedule of events. Incumbent may occasionally be required to work extended business hours and weekends, including related health council events, emergency situations, and availability to attend evening meetings.

Job requires being open to change (positive and negative) and to considerable variety in the workplace  
 Job requires a willingness to lead, take charge, and offer educated opinions, direction, and guidance.  
 Job requires a willingness to take on responsibilities and challenges.

The noise level in the work environment is usually minimal but may be moderate during special events/programs.