

Job Description

Job Title	Health Equity Program Coordinator
Spec. Code	15659
Service Area	Population Health Services
Program	Prevention Services
Reports To	Program Coordinator Prevention Services
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Grade	14

Summary

Under the direction of the Prevention Program Coordinator, the Health Equity Coordinator will provide leadership to address the root causes of health inequities through the assessment, planning, implementation and evaluation process. The Health Equity Coordinator will further build internal organizational capacity; collaborate internally to connect LCHD/CHC public health practice to social justice; engage community partners; develop partnerships and coalitions; seek appropriate grant funding; identify and analyze health inequities in collaboration with the Assessment and Planning Team; select, design and implement strategies; develop effective communication efforts; and conduct evaluations.

Essential Functions

Include the following:

- As part of a team, or independently, seeks out, designs and writes grant applications to support programming.
- Directs overall implementation and management of assigned prevention programs and activities.
- Supervises and evaluates all assigned program staff and provides consistent feedback to staff on their job performance including coaching or progressive discipline, if needed.
- Manages all assigned grant programs including compliance with grant rules, reporting, and liaison with funding agencies.
- Monitors and reports on appropriate use of grant and local funds.
- Develops and maintains collaborative partnerships internally and with other community organizations that address the same or related service population(s).
- Serves as a liaison internally and with organizations using program services to monitor and evaluate ongoing needs and effectiveness of programs and staff support.
- Prepares reports on staff activities, client data and service delivery, as requested.
- Participates in performance management and monitors and reports on goals, objectives, outputs and outcomes and initiates quality improvement activities.
- Develops and maintains computer skills necessary to complete work.
- Regularly attends and participates in supervisory and program staff meetings, in-services and internal work groups.
- Performs other duties as assigned.

Specific Job Functions:

- Assure that staffs receive/maintain necessary training and certifications in order to performed assigned prevention activities and interventions.
- Develop and maintain positive relationships with a wide variety of community members and entities (schools, law enforcement, legislators, and social service agencies) that have an interest or need to improve health equity in Lake County.
- Work with the media regarding inquiries on topics related to health equity.
- Receive training on/provide training on and implement the Strategic Prevention Framework in all community outreach work.
- Research and support evidence based strategies to address health inequities.
- Support and initiate coalition development to further build capacity to increase health equity throughout Lake County.
- Promote and support development of local and state-wide policies regarding related to increasing health equity.

Qualifications

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill and/or ability required.

- Maintains positive, productive, and respectful working relationships with clients, staff within the LCHD, and other individuals with whom the employee works.
- Ability to quickly assess complex situations.
- Ability to organize complex work tasks including planning and priority setting.
- Ability to interact effectively with culturally diverse client and staff groups.
- Ability to communicate effectively in writing and orally including large group presentation.

Education and/or Other Requirements

- Requires a Master's degree or Bachelor's degree in public health, community health education, social work or related field.
- With Master's degree, three years of relevant experience with a minimum of one year program management and supervisory experience.
- With a Bachelor's degree, four years of relevant experience with a minimum of two years program management and supervisory experience.
- Requires a valid Illinois driver's license and automobile insurance.

Competency

To perform this job successfully, an individual must demonstrate the following competencies:

- **Adaptability-** Adapt to changes in the work environment, manages competing demands, changes approach or method to best fir the situation, able to deal with frequent change, delays, or unexpected events.
- **Analytical-**Collects and researches data.
- **Attendance/Punctuality-** Is consistently at work and on time.
- **Change Management-**Develops workable implementation plans, communicates changes effectively, builds commitment and oversees resistance, prepares and supports those affected by change, monitors transition and evaluates results.
- **Customer Service-** Manages difficult or emotional internal customer relation situations, responds promptly to customer needs, solicits feedback to improve service, responds to requests for service and assistance and meets commitments.
- **Delegates-** Delegates work assignments. Matches the responsibility to the person. Give authority work independently. Sets expectations and monitors delegated activities. Provides recognition for results.

- **Dependability-** Keeps commitments, commits to long hours or work when necessary to reach goals, complete tasks on time or notifies appropriate person with an alternate plan.
- **Design-** Generates creative solutions, uses feedback to modify designs, demonstrates attention to detail.
- **Diversity-** Shows respect and sensitivity for cultural differences, educates others on the value of diversity, promotes a harassment-free environment.
- **Ethics-** Treats people with respect, keeps commitments, inspires the trust of others, works with integrity and upholds organizational values.
- **Initiative-** Volunteers readily, undertakes self-development activities, seeks increased responsibilities, asks for and offers help when needed, demonstrates initiative and innovative thinking.
- **Innovation-** Displays original thinking and creativity, meets challenges with resourcefulness, generates suggestions for improving work, develops innovative approaches and ideas, presents ideas and information in a manner that gets others' attention.
- **Intellectual-** Analyzes complex or diverse information, collects and researches data, uses intuition and experience to complement data, designs workflows and procedures. Collects and researches data, demonstrates attention to detail.
- **Interpersonal Skills-** Focuses on solving conflict, maintains confidentiality, listens to others without interrupting, keeps emotions under control, remains open to other ideas, and tries new things.
- **Judgment-** Displays willingness to make decisions, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in decision-making process and makes timely decisions.
- **Leadership-** Exhibits confidence in self and others, inspires and motivates others to perform well, effectively influences actions and opinions of others, accepts feedback from others, gives appropriate recognition to others.
- **Managing People-** Includes project teams in planning, decision-making, facilitating and process improvement, takes responsibility for team activities, makes self available to team, provides regular feedback, develops team skills and encourages growth, fosters quality focus in others, improves processes, products and services, continually works to improve supervisory skills.
- **Motivation-** Sets and achieves challenging goals, demonstrates persistence and overcomes obstacles, measures self against standard of excellence, takes calculated risks to accomplish goals.
- **Oral Communication-** Speaks clearly, listens and requests clarification, responds appropriately to questions. Demonstrates group presentation skills, participates in meetings.
- **Organizational Support-** Follows policies and procedures, completes administrative tasks correctly and on time, supports goals and values, supports affirmative action and respects diversity.
- **Planning/Organizing-** Prioritize and plan work activities, use time efficiently, sets goals and objectives, organizes or schedules clerical and professional staff, develops realistic action plans.
- **Professionalism-** Approaches others in a tactful manner, reacts well under pressure, treats others with respect and consideration regardless of their status or position, accepts responsibility for own actions, and follows through with commitments.
- **Project Management-** Develops project plans, coordinates projects, communicates changes and progress, completes projects on time, and manages project team activities.
- **Quality-** Demonstrates accuracy and thoroughness, looks for ways to improve and promote quality, applies feedback to improve performance, monitors own work to ensure quality.
- **Quality Management-** Looks for ways to improve and promote quality, demonstrates accuracy and thoroughness.
- **Quantity-** Meets productivity standards, strives to increase productivity and accuracy.
- **Safety and Security-** Observes safety and security procedures, determines appropriate action beyond guidelines, reports potentially unsafe conditions.

- **Strategic Thinking**-Develops strategies to achieve organizational goals, understands organization's strengths and weaknesses, adapts strategies to changing conditions.
- **Technical Skills**- Assesses own strengths and weakness, pursues training and development opportunities, strives to continuously build knowledge and skills, shares expertise with others.
- **Teamwork**- Balances team and individual responsibilities, exhibits objectivity and openness to other's views, gives and welcomes feedback, contributes to building positive team spirit, puts success of team above own interests, supports everyone's effort to succeed.
- **Visionary Leadership**-Displays passion and optimism, inspires respect and trust, mobilizes others to fulfill the vision, and provides vision and inspiration to clerical and professional staff.
- **Written Communication**- Writes clearly and informatively, edits work for spelling and grammar, varies writing style to meeting needs, presents numerical data effectively, able to read and interpret written information.

Environmental Factors

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Ability to drive/travel to attend meetings even in inclement weather.

Physiological Factors

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk and hear.
- Specific vision abilities required by this job include color vision, close vision, depth perception and ability to adjust focus.
- While performing the duties of this job, the employee is regularly required to stand, walk, use hands and arms to operate computers and other equipment.

Psychological Factors

The psychological demands described here represent those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to maintain positive relationships with a diverse group of staff and clients even when under pressure or in the face of conflict.
- Ability to perform multiple tasks simultaneously.
- Ability to deal with and resolve conflicts in a positive manner.

Note

Reasonable accommodations may be made in order to perform the essential functions. This job description describes a general category of jobs. In order to meet the needs of Lake County Government or its department's employees may be assigned other duties, in addition to or in lieu of those described above, and any duties are subject to change at any time.