

POSITION TITLE: HEALTH EDUCATOR - COMMUNITY TRANSFORMATION GRANT

DEPARTMENT: PUBLIC HEALTH

SALARY:

POSITION PURPOSE: Provides coordination of Community Transformation Grant (CTG) activities, ensures completion of objectives and reports, coordinates community volunteers and committees, and handles the day-to-day business of the grant project. Provides coordination or co-coordination of re:TH!NK, Winnebago County's prevention coalition.

POSITION IN ORGANIZATION: Reports to the Director of the Winnebago County Health Department (WCHD). This position is funded by the Transform WI Fund, a project of the WI Clearinghouse for Prevention Resources through a grant from the Centers for Disease Control and Prevention.

MAJOR DUTIES:

1. Provides coordination to re:TH!NK, Winnebago's Healthy Living Partnership to support coalition activities directed at chronic disease prevention including increased access to fresh fruits and vegetables, active community environments and tobacco-free living.
2. Develops, coordinates, facilitates, implements, and evaluates coalition work plans, goals and objectives, and activities in the community in conjunction with re:TH!NK partners.
3. Monitors progress toward completion of program goals and grant requirements.
4. Works collaboratively with existing Winnebago County coalitions, staff, projects and emerging initiatives the Winnebago County Health Department identifies.
5. Promotes the CTG objectives, re:TH!NK priorities, WCHD, and their missions throughout Winnebago County.
6. Define specific educational, sustainability, advocacy and policy-building objectives for developing community awareness and support for public health programs and services through consultation with department supervisors and Director.
7. Coordinate community-organizing efforts to build and maintain a dedicated group of volunteers from all community sectors in the coalition.
8. Conducts member retention activities and develops relationships with community partners and volunteers.
9. Coordinate assigned staff and/or contracted staff.
10. Assists the Director in budgeting and monitoring of the use of funds directed toward program goals and objectives.
11. Attends conferences/workshops and trainings pertaining to coalition building, health promotion and chronic disease prevention.
12. Collaborates with existing statewide programs and coalitions.

13. Completes coalition and administrative grant reports.
14. Compiles, monitors, and analyzes community data related to relevant community health issues.
15. Initiates, creates, distributes, and maintains correspondence related to coalition activities.
16. Prepares news releases and other publicity programs to interpret to the public the work and issues addressed by the department; prepares reports brochures and related materials on public health topics.
17. Identifies and pursue potential funding sources and write grants as needed to sustain the coalition.
18. Routinely conducts professional public speaking presentations to promote coalition priorities and activities.
19. Utilizes social media sites, blogs, TV presence and website for contemporary coalition outreach and engagement.
20. Other duties as assigned by the Director.

PRINCIPAL ACCOUNTABILITIES:

1. Ensures the provision of services to re:TH!NK and to the residents in Winnebago County as outlined in the grant requirements and workplan.
2. Ensures that programming is implemented in an effective and efficient manner and consistent with the standards of Winnebago County Health Department.
3. Ensures that projects, activities, services and related documentation comply with federal laws, state statutes, administrative codes, and policies and procedures.
4. Ensures that projects, activities and services are provided with recognition of confidentiality and cultural sensitivity.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Baccalaureate degree in health, public health, social work, education, or other related field.
2. Proficiency with personal computers, Microsoft Office programs (Excel, Publisher, Word, Powerpoint Outlook), Google applications (Gmail, Docs etc), and social media (Facebook, Twitter, etc). Some knowledge of or ability to learn website design software (Dreamweaver) is preferred.
3. Excellent oral and written communication skills - public speaking a must.
4. Ability to garner earned media through press releases, photo submissions or other activities. Skills in creating talking points and key messages for specific audiences.
5. Previous grant implementation and supervisory experience preferred.
6. Comprehensive knowledge of health promotion, legislative advocacy and policy work, environmental strategies in prevention, coalition organization and sustainability, strategic prevention framework, social ecological model, and current best practices for chronic disease prevention preferred.
7. Working knowledge and demonstration of inter-professional relationships and leadership roles in the agency and in the community.
8. Ability to apply time-management skills and ability to prioritize job-related activities.

9. Possesses an appreciation for working with diverse populations in a culturally inclusive manner.
10. Ability to communicate with persons of varying levels of education, understanding, and values.
11. Ability to maintain accurate, complete, and legally correct reports and data on a computer.
12. Ability to actively engage community sectors for coalition participation.
13. Provide evidence of conflict resolution skills.
14. Ability to accept and constructively utilize supervision.
15. Current WI driver's license.
16. Access to a motor vehicle and commitment to meet and maintain the County's automobile insurance requirements.
17. Ability to accommodate flexible scheduling to address program needs.

PHYSICAL REQUIREMENTS:

1. Must have the ability to freely move in the community.
2. Ability to sit for long periods of time.

*****This is a grant-funded position; loss of grant funding will result in elimination of the position.*****