



**Winnebago County**  
*The Wave of the Future*

## **JOB POSTING**

**POSITION TITLE:** Community Health Strategist - AHW Momentum Grant/Suicide Prevention Coordinator – Project Position

**LOCATION:** Public Health  
Oshkosh

**HIRING RANGE:** \$59,529 - \$66,144/Yr.

**STATUS:** Full Time

**HOURS PER WEEK:** 40

**WORK HOURS:** 8 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 [Internal Department Transfer Form](#). Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).*

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## **WINNEBAGO COUNTY POSITION DESCRIPTION** *January, 2025*

**POSITION TITLE:** Community Health Strategist - AHW Momentum Grant/Suicide Prevention Coordinator

**DEPARTMENT:** Public Health

**PAY BASIS:** Salaried

### **PURPOSE AND SUMMARY:**

Provides coordination of Advancing a Healthier Wisconsin (AHW) grant activities; ensures completion of objectives and reports; coordinates community volunteers, partners, and coalitions; and handles the day-to-day business of the grant project. Works diligently to improve the mental health, physical health and prevention efforts in the tri-county area. This position reports to the NEW Mental Health Connection offices.

### **ESSENTIAL FUNCTIONS:**

1. Handles all AHW grant reporting requirements in conjunction with the Executive Director of the NEWMHC. Ensures completion of grant objectives and reports; ensures that services and related documentation comply with federal laws, state statutes, administrative codes, and policies and procedures; manages the grant budget.
2. Alongside the NEWMHC Executive Director, oversees the implementation and management of the objectives of the AHW grant, which include; support of the suicide death review team, distribution and monitoring of the Mind Your Wellness Survey 2.0, and support of the Tri-County Suicide Prevention Action team. Promotes the AHW grant objectives and NEWMHC priorities throughout Winnebago, Outagamie, and Calumet counties. Contributes to and supports administrative grant reports
3. Coordinates with NEWMHC and project staff and partners to create sustainability plans for the project beyond the grant cycle. Works with the MCW Research Partner to compile, monitor, analyze and report data related to the Mind Your Wellness Survey 2,0 responses and outcomes.

### **ADDITIONAL ESSENTIAL DUTIES:**

1. Ensures that projects, activities and services are provided with recognition of confidentiality and cultural sensitivity, as needed.
2. Displays a strong commitment to and passion for the mission, policies, goals and philosophy of the Northeast Wisconsin Mental Health Connection (NEWMHC), Winnebago County Health Department and the AHW grant.
3. Reports on grant activities and progress to AHW, Winnebago County Board of Health, the NEWMHC, and other related entities as required by the grant and to inform collaborative partners.
4. Attends all project learning and convening events in locations throughout the state as required.
1. Utilizes social media, blogs, TV and print presence, and website for contemporary coalition outreach, education and engagement.
5. Addresses the public health problems of defined target groups; coordinates activities with other agencies, volunteers, and groups in all jurisdictions to achieve greater impact, avoid duplication and enhance the effectiveness of the public health effort.
6. Occasional travel across parts of Wisconsin and infrequent travel to other states.
7. Assists the NEWMHC Executive Director in budgeting and monitoring the use of funds directed toward program goals and objectives.
8. Routinely conducts professional public speaking presentations to promote priorities and activities.

### **WORK RELATIONSHIPS:**

1. Reports to Public Health Supervisor- Community Health & Prevention and the Executive Director of the Northeast Wisconsin Mental Health Connection
2. community organization partners, local/state coalitions, and the public.

**REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. Bachelor's degree in mental health Human Services, Public Health, Social Work, education, or related field or an equivalent combination of education and experience.
2. At least three years of professional experience working in the field of mental health and/or human services is preferred.
3. Demonstrates grant management, community engagement, and leadership skills.
4. Current WI driver's license and access to a motor vehicle and commitment to meet and maintain the County's automobile insurance requirements.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of community mental health and other resources and agencies
2. Proficiency with personal computers and Microsoft Office programs (Excel, Word, PowerPoint, Outlook), Google applications, and social media.
3. Excellent oral and written communication skills
4. Possesses a strong understanding of the public health approach to community change.
5. Considerable personal organizational skills; must be able to effectively balance time and workload and prioritize job-related activities.
6. Possesses an appreciation for working with diverse populations in a culturally inclusive manner.
7. Ability to communicate with persons of varying levels of education, understanding, and values.
8. Ability to maintain accurate, complete, and legally correct reports and data on a computer.
9. Self-motivated and self-directed.
10. Skillful in establishing and building community partnerships, developing leaders, and maintaining partnerships with staff, volunteers and community organizations.
11. Ability to support and value coalition member leadership and decision making.
12. Knowledge and experience in community engagement, coalition building, and advocacy strategies, principles and practices.
13. Ability to develop and maintain positive community and public relations while working collaboratively with a wide variety of community partners.
14. Demonstrates both detail oriented as well as broad picture concepts and principles.
15. Ability to organize work and work productively with indirect supervision in a highly visible public sector.
16. Ability to adapt to changing programming and workplace priorities.

17. Ability to accommodate flexible scheduling to address program needs.

**PHYSICAL REQUIREMENTS:**

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to travel throughout Calumet, Outagamie, and Winnebago Counties.
5. Employees may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.