



Winnebago County

The Wave of the Future

JOB POSTING

POSITION TITLE: Policy and Equity Coordinator

LOCATION: Public Health

HIRING RANGE: \$65,513-\$72,227/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 *April 2022*

POSITION TITLE: Policy and Equity Coordinator

DEPARTMENT: Public Health

PAY BASIS: Salaried

PURPOSE AND SUMMARY:

Lead and coordinate department efforts in review and analysis of existing public policies and development of new policies and plans to support individual and community health efforts. Engage community leaders and policy makers to educate and promote the concept of health in all policies. Lead and coordinate department efforts in the inclusion of a health equity focus internally, within county government, and externally to help assure that health outcomes in Winnebago County are not determined by race, class, gender, income or other group status. The Public Health Policy and Equity Coordinator is a member of the Department Leadership Team that helps ensure the efficient use of resources to address the priority health needs of our community.

ESSENTIAL FUNCTIONS:

1. Develops, recommends, reviews, updates, promotes and analyzes public policies, procedures and plans to support health in all policies and places to advance equity in

- individual and community health. Translates complex policy and analysis into actionable objectives for staff and partner agencies.
2. Develops and sustains organizational partnerships and community-wide engagement toward collaborative efforts to improve health and the upstream determinants of health by advancing equity and health in all policies.
 3. Leads internal policy and equity teams, assures staff and community partner development related to public health policy and equity issues, and communicates policy and equity needs to a diverse audience.

ADDITIONAL ESSENTIAL DUTIES:

1. Plans, coordinates, and facilitates internal departmental policy and equity teams.
2. Assists in integrating policy and equity into divisional and departmental planning to assure active involvement of staff and coordination of community stakeholder engagement.
3. Develops staff competencies in public policy and health equity knowledge, skills, and application.
4. Researches and identifies impacts of potential plans and policies related to social and institutional inequities; physical, social, service, economic and work environments; and other issues affecting the community including but not limited to land use, built environment, transportation, poverty, education, health disparities, and healthcare access.
5. Analyzes, interprets, and explains the health impacts of policies, proposals, and plans.
6. Contributes to the development and preparation of applications for funding from external sources for policy and equity initiatives and programs.
7. Consults with other staff and community partners to develop their skills in equity inclusion which may include applications for funding and other collaborative opportunities.
8. Collaborates with community stakeholders, including other public health professionals, in the development of local, regional and statewide strategies to advance health equity and policies that promote health.
9. Builds and maintains relationships with other municipal staff, leaders, key community stakeholders, and decision-makers to advance shared equity and health in all policies objectives.
10. Collects, analyzes, summarizes, and develops written reports and visual presentations of equity and policy data and trends.
11. Participates in the development and update of community health report cards, community health assessments, and community health improvement plans.
12. Presents public health information to local, state, and national public health officials and groups.
13. Build and maintain good working relationships with diverse populations and community agencies and municipalities and provide services in a culturally sensitive manner.
14. Participate in improving agency performance, processes, programs, and interventions through continuous quality improvement.
15. Report to work as called upon in 24/7 in a public health crisis or emergency and perform public health emergency response duties as assigned and consistent with training provided.
16. Adhere to health and safety guidelines standards, such as those concerning exposure to blood borne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health crisis or emergency.
17. Participate in public health emergency response training and drills.
18. Perform other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Public Health Supervisor - Administration and is a member of leadership team.
2. Works with staff and various internal teams.
3. Works with community organizations, coalitions, and other government agency staff.
4. Works directly with community residents.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION

1. Master's Degree in Public Policy, Public Health, Health Education, Public Health Administration, Public Administration, or closely related field plus three years professional work experience within a public health setting **OR** equivalent combination of closely related education and experience that provides equivalent knowledge, skill, and abilities that include significant experience in public policy and equity work.
2. Familiarity of the local community preferred.
3. Current WI driver's license and access to an insured automobile.

KNOWLEDGE, SKILLS AND ABILITIES:

Analytical and Assessment Skills

1. Skilled in qualitative and quantitative data interpretation.
2. Demonstrated ability to effectively present data to address scientific, political, ethical, and social public health issues.

Policy Development/Program Planning Skills

3. Thorough knowledge of public policy development and implementation, health in all policies framework, social justice theory, implicit bias, historical sources of inequities, and individual, institutional, and structural racism and oppression.
4. Knowledge of project management, program planning, and program evaluation.
5. Knowledge of policy process and local government operations.

Communication Skills

6. Excellent writing ability, including demonstrated ability to write clearly and succinctly on policy topics for a diverse range of audiences, e.g. local governments, elected officials, funders, community and environmental groups, public and private sector leaders.
7. Knowledge of methods and techniques for presenting information and engaging a wide variety of audiences in learning experiences including but not limited to group process and facilitation, print and electronic educational materials, and formal presentations using a wide range of audio-visual equipment.
8. Knowledge and ability to coordinate and facilitate community meetings, develop work plans and create and maintain harmonious relationships
9. Advanced computer skills: demonstrates ability to use and create new reports and presentations, conduct internet-based research, and learn new applications.

Cultural Competency Skills

10. Ability to successfully work with diverse populations and demonstrate cultural humility.
11. Participates in the department's commitment to incorporate equity in our services, policies, practices, and organizational culture.

Community Dimensions of Practice Skills

12. Ability to effectively build relationships and collaborate with community partners, co-workers, and representatives of other government agencies.
13. Ability to center the needs of residents in departmental services, policies, practices, and

organizational culture.

Public Health Sciences Skills

14. Knowledge of: epidemiology, disease prevention, health promotion, group process, community/organizational development and engagement theory and techniques.

Financial Planning and Management Skills

15. Ability to apply time-management skills, exercise independent judgement, and prioritize workload.
16. Ability to adapt to changing programming and workplace priorities.
17. Ability to organize work and work productively with indirect supervision in a highly visible public sector.
18. Ability to accommodate flexible scheduling to address program needs such as attending evening meetings.

Leadership and Systems Thinking Skills

19. Assume responsibility for own professional growth and development by pursuing education, participating in professional committees and workgroups, and contributing to a work environment where continual improvements in practice are pursued.
20. Knowledge of quality improvement concepts and ability to contribute to continuous performance improvement

Other

21. Access to a motor vehicle and commitment to meet and maintain the County's automobile insurance requirements.

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 to other County departments and locations.
5. Hearing ability sufficient enough to communicate with others effectively in person and over the phone.
6. Visual ability must be sufficient enough to read typewritten documents, computer screen and drive a car.
7. 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.
8. Employees may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.