

Northern Bristol County Public Health Alliance **Shared Services Coordinator (Contract Services)**

Background

The Northern Bristol County Public Health Alliance (NBCPHA) Shared Public Health Services group is seeking a Shared Services Coordinator to support the towns of Attleboro, Berkley, Dighton, North Attleboro, Rehoboth, and Taunton. The Health Departments are engaged in an innovative initiative to strengthen core local public health services, to advance the recommendations of the 2019 Special Commission on Local and Regional Public Health and promote healthier communities across the region.

The Coordinator will report to the NBCPHA Shared Public Health Services' Board, which will be comprised of the Public Health Directors or Town Administrators from each participating municipality. The Coordinator will work closely with the Director of the lead agency. The Coordinator will function independently as a contractor and procured from an appropriate employment agency to work on a regional basis to ensure coordination, support and delivery of shared nursing, inspectional and epidemiological/Health Educator resources for the participating health departments and lead efforts to secure resources for ongoing work of the shared service initiative.

Essential Duties and Responsibilities

The essential duties and responsibilities listed below are intended only as illustrations of the various types of responsibilities that may be required. The omission of specific statements does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Support the management and ongoing staffing of the shared nursing, inspectional and epidemiological staff serving NBCPHA Shared Public Health Services group to ensure work meets priorities
- Manage the shared service framework, in cooperation with municipal and public health department leads, in order to set priorities for the shared staff and provide a system that allocates staff hours across the shared service area. This should include a means for requesting the assistance of shared staff support by health departments. The framework may be updated regularly over time to align with changing priorities
- Develop a system to track hours and activities conducted by shared staff, summarize, and share data with the participating municipalities and draft quarterly reports on the work undertaken by the shared staff for presentation
- Convene regular check in meetings with municipal public health department leads and public health staff, such as public health nurses
- Support management of the shared service grant budget, including preparing an annual or bi-annual budget, regular monitoring of expenses, and satisfaction of relevant grant reporting requirements
- Develop, engage, and maintain strong relationships with key community stakeholders NBCPHA healthcare, human service- and community-based organizations
- Support grant applications and fund-raising activities that can provide resources to sustain the shared service positions and to increase opportunities for the group to address upstream health factors
- Work with public health staff within the municipalities to design and implement program initiatives and special projects to improve health outcomes, including, but

not limited to trainings, communication, education, community outreach strategies, research projects, advocacy efforts, and grant writing.

- Prepares required grant reports
- Uses independent judgment and discretion to make decisions affecting the City/Town departments and Alliance staff as it relates to unit operations/services.
- Works collaboratively with the chairperson of the NBCPHA Board and member communities in accordance with applicable rules, regulations, and policies.
- Varied and responsible duties require the exercise of judgment and initiative, particularly in situations not clearly defined by precedent or established procedures.
- Regular attendance at off-site meetings may be required.
- Performs other duties as required.

Work Environment

The contractor has ongoing contact with other town departments, outside agencies, and the public by telephone, e-mail, traveling in person, and in writing. The contractor will work remotely or from a designated location as needed.

This position may require direct client/patient contact and as a result of such direct contact, certain immunizations will be recommended and/or required prior to commencement of employment duties.

Required Minimum Qualifications

- Bachelor's degree in public health, health administration, social work or related field with a minimum of 3 years' experience. Strongly prefer Master's degree with at least 2 years professional experience in public health

Required Credentialing After Hire

- Foundations for Local Public Health Practice course within 1 year of hire to enhance familiarity with local public health roles and responsibilities

Preferred Experience, Skills, and Knowledge

- Demonstrated history in program management and administration, preferably in a public health or a related field, and experience working with a wide range of stakeholders, such as municipal and public health officials
- Demonstrated cultural competency with expertise working with diverse, multi-lingual individuals and communities
- Knowledge of the public health landscape in Massachusetts
- Grant writing and reporting experience
- Excellent interpersonal, verbal, and written communication skills
- Strong organizational skills and excellent attention to detail
- Literacy in computer software including Microsoft Word, Outlook, PowerPoint, and Excel; GIS software skill a plus
- Bi-lingual a plus, Spanish preferred
- Commitment to the role of public health in promoting racial justice and health equity
- Strong organizational skills, ability to prioritize and to multi-task
- Strong verbal and written communication skills
- Ability to understand and interpret quantitative and qualitative data

- Valid Massachusetts driver's license and daily access to a car for travel to meetings

Physical Requirements

Moderate physical effort is required to perform duties under typical office conditions and travel to off-site locations. The contractor is frequently required to sit, speak, hear, and use hands to operate equipment. Off-site locations may include meeting spaces, schools, clinicians' offices, hospitals, and homes of patients/clients. Vision requirements include the ability to read and analyze documents and use a computer.

A Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to selection, but is reviewed in relation to position.

This job description does not constitute an employment agreement between the employer and contractor and is subject to change by the employer as the needs of the employer and requirements of the job change.

Position Title:

Northern Bristol County Public Health Alliance
Shared Services Coordinator

Salary:

1099 Contractor / Agency Personnel and not eligible to participate in the Town's health insurance.

Service requirements:

Maximum of 20 hours per week with annual renewal and annual evaluation.

Please submit interest letter, resume, applicable attachments to AnneMarie Fleming (Health Director, Lead agency) amfleming@nattleboro.com by Friday February 17, 2023 12 noon