

# Supplemental Description for Community Health Services & Contracts Coordinator

Responsible for building and sustaining a community-based coalition in Morton, WA, and general oversight for the coalitions' activities, including planning, delivering, evaluating and reporting on activities. The Community Coordinator will identify and implement strategies that lead to sustainable and lasting community involvement. Function at a high level working collaboratively and independently.

- Work as a team member with Health Care Authority staff and local partners to meet program goals; report to lead agency, partners and coalition leadership on progress and challenges.
- Work to broaden expertise in prevention, including risk and protective factor model, and serve as a resource person for coalition communities and partners.
- Represent coalitions through professional associations and in professional settings locally, regionally and beyond as appropriate to recruit and maintain a diverse coalition membership, build community awareness and support, and maximize local impact.
- Coordinate activities such as:
  - Identifying community resources and understanding community needs
  - Analyzing community health indicator data
  - Conducting planning activities to enhance community health
  - Directing coalitions in selecting evidence-based health interventions
  - Collaborating with other local, regional or state coalitions to strengthen local efforts
- Assist coalition members in navigating Strategic Prevention Framework and guide coalitions to develop a comprehensive action plan based on needs assessment and strategic planning.
- Develop and implement data collection methods/tools for activities and projects in conjunction with others.
- Coordinate and facilitate coalition meetings and communicate effectively with members.
- Plan, coordinate and conduct educational and training activities. Develop training, reference materials, and workshops for coalition and community members and activities.
- Develop content for coalition pages on agency website and social media.
- Collaborate with agency leadership, health and education partners, local businesses, community-based organizations, and the media to promote coalitions' mission and goals.
- Evaluate coalition effectiveness and strategic plan.
- Maintain open and effective communication with service providers and colleagues.
- Recruit and support volunteers or interns as appropriate to assure quality of program.
- Provide information for development of program budget; monitor supplies and expenses.
- Assist with identification and acquisition of donations and financial support.
- Ensure that sound health and safety measures are practiced in all activities.

## **Knowledge of:**

- Able to demonstrate intimate knowledge of the City of Morton
- Public relations, community mobilization and/or marketing skills.
- Self-starter with proven ability to work both independently and as a member of a team; able to creatively solve problems, work under pressure and meet deadlines.
- Successful experience in program or project planning, implementation and evaluation.
- Thorough understanding of and experience with applying environmental prevention strategies and the Strategic Prevention Framework concepts preferred.
- Commitment to working with children, youth and adults with a variety of needs and from diverse populations, and commitment to the drug/alcohol/tobacco abuse and violence.
- Reliable transportation, valid Washington state driver's license and liability insurance.
- Willing to work occasional evening and/or weekend hours.