



# COMMUNITY HEALTH SERVICES & CONTRACTS COORDINATOR JOB DESCRIPTION

Job Title: **Community Health Services &  
Contracts Coordinator**

Job Code: **SS140**

Effective Date: **October 2007**

Pay Grade: **120**

Revision Date: **October 2007**

FLSA: **Non-Exempt**

## NATURE OF WORK

Under general supervision, coordinates and implements assigned community & health services programs and activities to promote the health of County residents through education, intervention and prevention.

## ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, organizes, coordinates and conducts community & health services outreach programs, activities and events to promote health education, prevention, intervention, risk reduction and healthy behaviors according to state grant program guidelines; duties may vary according to job assignment.
- Coordinates programs to educate the public on health and healthy behaviors and on community services available through the County and other community resources.
- Delivers educational services and information to target population through classroom presentations, public workshops, health fairs, and public postings.
- Coordinates with schools, advisory boards and community coalitions to address specific health issues.
- Promotes programs and local projects; coordinates with other community services organizations; recruits volunteers and temporary staff as needed; may train and oversee work of volunteers.
- Coordinates and applies for program grants; prepares monthly reports in accordance with grant reporting requirements; tracks program expenses and income; prepares financial reports.
- Coordinates staff orientation, in-service education and staff development training sessions.
- Attends and participates in program meetings and advisory board meetings as required.
- Provides community & health services education programs to target population and the community; documents client information and provides referrals to medical and community services agencies.
- Prepares and delivers presentations to at-risk clients on assigned health topics.
- Documents client service delivery in program reports as required.
- Compiles program participation data and maintains records, reports and statistical information.
- Maintains absolute confidentiality of work-related issues, personnel records and County information; complies with the confidentiality standards of the Privacy Act of 1974, {U.S.C. § 552A} as amended, and HIPAA policies and procedures.

## WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and off-site environments; light physical demands; frequent use of a personal computer.

**EMPLOYMENT STANDARDS:**

Associate's Degree in Sociology, Health Care or related field; AND two (2) year's social work/health education experience; OR an equivalent combination of education, training and experience.

Washington State Driver's License is required. Specific technical training and certifications may be required.

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- County policies and procedures.
- Applicable policies, procedures and regulations covering community service and public health programs.
- Processes and standards for developing and implementing community service programs.
- Community service grant programs, funding sources and program reporting requirements.
- Methods for providing health education services and information to the public
- Principles of record keeping and records management.
- Business and personal computers, and standard software applications.

**Skills in:**

- Presenting Public Health information to at-risk clients and the public.
- Coordinating, implementing, monitoring and evaluating community service & health programs, projects and services.
- Conducting public workshops, presentations and health fairs.
- Interacting with people of all social, economic, cultural and ethnic backgrounds.
- Maintaining accurate records.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers.
- Following verbal and written instructions.

**I have received, reviewed and fully understand the above job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.**

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_