

LIVE UNITED



Granite United Way

Granite United Way's Mission is to improve the quality of people's lives by bringing together the caring power of communities.

POSITION DESCRIPTION

POSITION: Director of Public Health

FLSA: Exempt

DEPARTMENT: Public Health

STATUS: Full-time (37.5 hrs)

REPORTS TO: Senior Director of Public Health

INTRODUCTION:

Granite United Way's Vision is to be the preferred way people work together to build a community that values its collective responsibility to care for each other. All employees at Granite United Way are integral to our ability to achieve our mission. Performance of job duties outlined below, in a manner that enables us to follow through on our promises to the communities we serve, is more than an expectation—it is a standard here at Granite United Way.

Granite United Way's commitment to advancing the common good in communities throughout New Hampshire draws power from the social determinants of health model, with an understanding that factors related to clinical care, healthy behaviors, community safety, economic stability and educational achievement are clear predictors of how long we live and how well we live. Granite United Way serves as "host agency" for three regional public health networks in NH: Capital Area Public Health Network, Carroll County Public Health Network, and South Central Public Health Network. In addition, Granite United Way invests significant resources in public health-related strategies across its catchment area, particularly concerning behavioral health and substance misuse.

RESPONSIBILITIES: This position supports public health strategies supported by Granite United Way, with particular emphasis on deliverables related to the Continuum of Care for Substance Use Disorders and Public Health Advisory Council of the Capital Area Public Health Network, as well as technical assistance and support of our subcontractors in the South Central Public Health Network. This position works to align processes and priorities to leverage resources to effectively address the most pressing issues impacting public health in NH.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide oversight and coordination of the Continuum of Care for Substance Use Disorders (SUD) Scope of Work for the Capital Area Public Health Network.
2. Work collaboratively with partners and key stakeholders across the SUD Continuum of Care, from prevention, treatment, and recovery, as well as Primary Care and Mental Health, to develop strategic and work plans.
3. Identify and monitor changes in gaps, barriers, assets and gaps across the Continuum of Care in coordination with other regional initiatives, including the Integrated Delivery Network (IDN) and Regional Access Point Services (RAPS).
4. Develop and align resources to support Continuum of Care strategic and work plans.
5. Update Continuum of Care Development Plan priorities and actions based on progress and need.
6. Provide support for current and emerging initiatives that result in increased and/or new service capabilities that address gaps identified in assets and gaps assessments, including collaboration with other providers and systems.
7. Collaborate with State, regional, and local partners to disseminate information to every community in the Capital Area region in order to increase awareness of and access to services.
8. Provide coordination and support to the Public Health Advisory Council (PHAC) of the Capital Area Public Health Network, in alignment with the Area Director. Work with Area Director to monitor workplan progress.
9. Contribute to Capital Area CHIP implementation and monitoring, including workgroup development and CHIP evaluation.
10. Encourage alignment among G UW public health related goals, strategies and outcomes with CHIPs and public health network initiatives when appropriate.
11. Monitor potential funding streams for possible alignment with G UW strategies addressing public health and substance misuse.
12. Develop grant proposals and maintain funding streams for public health strategies across G UW Public Health Network catchment areas.
13. Provide contract monitoring, technical assistance and support to subcontractors and staff of the G UW-supported Public Health Networks.
14. Develop and maintain relationships with key community leaders and stakeholders in the following sectors: nonprofit, business, education, safety, government, health.
15. Provide technical assistance and support to G UW staff, volunteers and stakeholders concerning best practices in public health and substance misuse.
16. Provide technical assistance and support to public health network staff, volunteers, and stakeholders concerning data collection/analysis, assessment, strategic planning, strategy implementation, evaluation, and sustainability.
17. Participate in education, training and technical assistance opportunities to support public health strategies.
18. Work with G UW Marketing Team to develop, disseminate, and monitor communications related to public health strategies supported in the G UW catchment area.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document describes the position as it is currently available and is not a contract. Granite United Way retains the right to change modify the position description at any time.

19. Provide supervision to staff members as appropriate.

OTHER DUTIES:

1. The Director assists with other tasks as determined by supervisor.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

1. Bachelor's degree in public health, community development/organizing or macro social work; Master's degree preferred
2. A minimum of 2-3 years' experience in public health systems development, macro social work, or community development/organizing
3. Experience developing grant and contract proposals
4. Experience developing work plans, reports, strategic plans, and other formal communications to various stakeholder groups
5. Ability to develop and maintain strong, collaborative relationships with key community leaders and stakeholders
6. Knowledge of and ability to apply community development/organizing practices and principles to work effectively with individuals, groups, and communities
7. Significant knowledge regarding all steps of strategic planning, including data collection/analysis, root cause analysis, logic model development, evidence-based strategy implementation, evaluation, and sustainability planning
8. Thorough understanding of United Way campaign and community impact processes, as well as marketing principles
9. Proficient in Microsoft Office, databases and web-based applications (internet, email, social media)
10. Ability to follow written and verbal instruction
11. Excellent verbal and written communication skills

ENVIRONMENT:

The venue of this position is a general office environment that is clean, well-lighted, and environmentally comfortable, free of fumes or airborne particles, and only minimally exposes employees to office solvents limited to those relative to copier equipment.

This position requires:

1. Minimal requirement to reach at or above shoulder level; occasional reaching below shoulder level required
2. Ability to travel throughout the territory required
3. Ability to work a flexible schedule, which may include night and weekends
4. Ability to tolerate prolonged sitting and/or standing and to lift up to approximately 25 pounds to waist high level whenever necessary.
5. Mobility includes regular sitting, some standing and walking.

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