

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: Carroll County Coalition for Public Health
Public Health Advisory Council (PHAC)
Coordinator**

FLSA: Non-Exempt

DEPARTMENT: Public Health

**STATUS: Part-Time (20
hours per week)**

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 Coalition for Public Health, 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 coordination of the Public Health Advisory Council (PHAC) in the Carroll County region. This position works to align processes and priorities to leverage resources to effectively address the most pressing issues impacting public health in NH. This position will effectively lead efforts using collective impact methodologies to improve

health outcomes in Carroll County. The Coordinator will work with key community sectors and stakeholders to develop strategies and implement actions to achieve measurable and lasting change in community conditions described within the region's Community Health Improvement Plan (CHIP). The Carroll County CHIP addresses the following priority areas:

- Priority Area 1: Early Childhood and Early Childhood Parenting Support
- Priority Area 2: Access to Comprehensive Behavioral Health Services
- Priority Area 3: Substance Misuse and Addiction
- Priority Area 4: Chronic Disease
- Priority Area 5: Aging with Connection and Purpose
- Priority Area 6: Public Health Emergency Preparedness Across the Lifespan

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Work with G UW/C3PH and community leaders to develop and maintain PHAC infrastructure, policies, and procedures.
2. Coordinate the activities of the C3PH Public Health Advisory Council (PHAC). Ensure development, implementation, and monitoring of PHAC workplans.
3. Facilitate work group meetings.
4. Coordinate needs assessment and community health planning activities.
5. Monitor implementation of C3PH CHIP, including workgroup development and CHIP evaluation.
6. Encourage alignment among G UW public health related goals, strategies and outcomes with CHIPs and public health network initiatives when appropriate. Ensure alignment of C3PH initiatives with other regional efforts.
7. Monitor potential funding streams for possible alignment with CHIP priorities. Contribute to resource development activities, including grant writing.
8. Develop and maintain relationships with key community leaders and stakeholders in the following sectors: nonprofit, business, education, safety, government, health.
9. Provide technical assistance and support to G UW/C3PH staff, volunteers and stakeholders concerning best practices, data collection/analysis, assessment, strategic planning, strategy implementation, evaluation, and sustainability.
10. Participate in education, training and technical assistance opportunities to support public health strategies.
11. Contribute content to the C3PH website and social media sites.

OTHER DUTIES:

1. The Coordinator 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
2. A minimum of 2-3 years' experience in public health systems development, macro social work, or community development/organizing

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.

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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
12. Strong understanding of Carroll County demographics, culture, and communities
13. Ability to work a flexible schedule, including occasional evening commitments

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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