

## POSITION DESCRIPTION

### **Community Health Coordinator, Wellness and Community Health Institute (WACH)**

**DEPARTMENT:** Community Development Corporations

**CLASSIFICATION:** Exempt – Full Time

**SHIFT:** Monday – Friday, 8:30a.m. - 4:30pm, Additional hours as requested and/or needed

**SALARY:**\$40,000 Annually

**FUNCTION:** The community health coordinator will be responsible for identifying and engaging vulnerable communities, disseminating culturally and linguistic information, contacting members of the community in assigned areas to inform and educate them on various health and wellness programs, in addition to performing ongoing functions to support the WACH Institute. The community health coordinator will respond to inquiries from community members and community health organizations and support the Institutional Advancement department with their community health initiatives. This position is also responsible for developing relationships with community partners, working with community leaders, and contributing to the design of community health outreach programs. Also assists as needed in identifying local social service resources for community members.

**REPORT:** Director of WACH Institute

### **MAJOR DUTIES/RESPONSIBILITIES:**

- Performs needs assessment to determine appropriate programs for target communities with the goal of providing the tools, knowledge, and support to maximize and maintain healthy lifestyles and to improve health outcomes for those struggling with diabetes, hypertension, diet, exercise, nutrition, mental health other chronic diseases.
- Must have knowledge of community-based resources and will serve as a supportive resource to help community members achieve their wellness goals.
- Develops and delivers informational/educational programs for community members, employees, and/or public; develops materials and resources necessary for program implementation and evaluation.
- Stays abreast of current approaches, theories, and practices related to community health education, and identify gaps pertaining to SDOH that create barriers to member's care and influence unmet needs.
- Acts as a liaison between community-based organizations and the patients.
- Evaluates health education materials.
- Develops and implements effective promotion and publicity for programs.
- Identifies need for staff or volunteer training and develops and delivers such training.
- Maintains activity records and prepares periodic reports.
- Ensures deliverables are clear, concise, well organized, and accurate.

- Provide general program support including assistance with correspondence in person or email with members of the community and community leaders.
- Work under minimal supervision and meet compressed deadlines.
- Maintains a professional approach and commitment to being an engaged team member and an active participant of our employee-owned culture.
- Act with a true sense of urgency and personal responsibility for results.
- Ability to work independently and effectively with others as part of a collaborative team.
- Ability to work well with all levels of internal management and staff, as well as outside organizations.
- Possess and utilize an elevated level of organizational and prioritization skills.
- Track and follow up on various actions items to ensure schedules and due dates are met.
- Participates in on-going education and training to improve skills.
- Must be able to regularly travel to various campus/community locations to ensure effective administration of the program.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:** The successful candidate must utilize problem-solving skills on a myriad of levels. It is vital for the person in this position to be able to assess the status quo and the desired final product, and then create an appropriate action plan. Advanced written and verbal communication skills, strong decision-making ability, and attention to detail are equally important.

**Education:** A Bachelor's degree in Public Health, education, community health education or similar education and two (2) years' experience in development and implementation of education programs.

**Experience:** At least 2 years of work experience in a field related to the position is required.

**Skills:**

- Proficient in Microsoft software applications Word, PowerPoint, Outlook, and Excel.
- Excellent written and verbal communication skills.
- Comfortable with independent and remote work.
- Work under pressure efficiently.

**Knowledge/Skills/Abilities:**

- Bachelor's degree from an accredited college or university, with a minimum of two (2) years health coordinator experience required.
- Experience working as a community health worker/liaison preferred.
- Ability to initiate and follow through with work responsibilities and to meet deadlines with a minimum of supervision.
- Provide a professional, helpful, welcoming atmosphere and a positive attitude for community members and leaders

**We are seeking candidates who bring innovative ideas to enhance the overall student experience at Clinton College. Ideal candidates will excel in a collaborative working environment and hold the skills to make decisions independently.**

**Additional Information:**

Employment at Clinton College is contingent upon a background check that is satisfactory to the College. Failure to provide written authorization for a background check will nullify the offer of employment. Candidate must be fully vaccinated and boosted.

**Application Instructions:**

**Applications should include a cover letter and resume and must be sent**, preferably in PDF format, to [humanresources@clintoncollege.edu](mailto:humanresources@clintoncollege.edu). The subject line of the email should read "Community Health Coordinator, Wellness and Community Health Institute." The process will continue until the position is filled.

*Clinton College provides equal access to employment opportunities for all applicants, regardless of race, color, creed, religion, national origin, gender, sexual orientation, gender identity, gender expression, genetic information, marital status, age, disability, or veteran status in compliance with all applicable laws, regulations, and policies*