



Rio Arriba County **VACANCY NOTICE**

JOB TITLE: Special Projects Coordinator (Health Equity)

Department: Health & Human Services
Division:
Hourly: M-9 per Schedule
Position Status: Full-Time
FLSA Status: Exempt
Closing Date: Open Until Filled

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

Primary Purpose:

Under general supervision of the Health and Human Services Director or designee. The Special Projects Coordinator (Health Equity) is responsible for training and oversight of Community Health Workers (CHW) and of AmeriCorps Public Health Core Members assigned to school districts and School Based Clinics in Rio Arriba County. The Coordinator will hold monthly meetings of the Rio Arriba Community Health Council Health Equity Task Force to develop a plan for health and vaccine equity for the county, and will coordinate with county school districts and assigned SBHCs to provide direction for partners and training for AmeriCorps members assigned to promote vaccination, mental health or other health related topics. Will oversee and report for AmeriCorps and other grants addressing health equity. Will oversee communication efforts for the department, the RACHC, RACHC task forces and other network meetings.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities/ duties/ and skills required of personnel in this classification. Duties responsibilities and activities may change at any time with or without notice.

Essential Job Functions:

- Oversight and coordination of assigned grants, especially those related to health and vaccine equity and to AmeriCorps or other volunteers.
- Oversight of day to day activities of Community Health workers assigned to health and vaccine equity grants.
- Responsible for insuring assigned community health workers are up to date on training, certification, documentation and other requirements.
- Responsible for coordination of Rio Arriba Community Health Council (RACHC) Health Equity Task Force and for oversight of the development of RACHC Health Equity.
- Assists Director with coordination of vaccination and other health equity events, keeping track of event schedules, participants, dates and requirements. Schedules planning activities for events.

- Coordinates with Department of Health, NM Alliance of Health Councils and other entities addressing health equity statewide.
- Communicate and submit reports with federal project personnel from assigned grants on a timely basis. Responsible for training AmeriCorps and other members/volunteers and partners to ensure members and partners meet all CNS requirements and deadlines. Works with onsite supervisors of AmeriCorps members to meet CNS requirements. Coordinate with NM Alliance of health Councils, UNM and other educational institutions, and other statewide coalitions.
- Coordinates and leads departmental communication efforts.
- Maintains proper and timely reporting of all assigned grants.
- Other duties as assigned.
- Performs and presents studies and informational presentations. May present to the County Commission and/or County management.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort.

Knowledge / Skills:

- Ability to work with local Pueblos and Jicarilla nation.
- Knowledge of public health or schools.
- Background in community organizing and advocacy.
- Knowledge of the fundamentals of supervision and the ability to coordinate and supervise staff; provide leadership and direction.
- Skill in planning, scheduling, directing, supervising and reviewing the performance of staff, projects or contract in an effective manner.
- Skilled at interpersonal communications.
- Ability to coordinate large projects.
- Ability to write and speak publicly.
- Knowledge of grants administration.
- Ability to act in an independent and conscientious manner using sound judgment.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to communicate effectively, both orally and in writing.
- Shall be able to maintain a valid New Mexico driver's license or obtain one within one (1) month of hire.

Minimum Qualifications

- BA from accredited college or university in liberal arts, public health, communication or related field.
- Or AA from an accredited college or university in liberal arts, public health, communication or related field and three years of direct work experience in this occupation including at least two years' supervisory experience.
- Demonstrated knowledge of social media and website production and maintenance.
- Ability to write fluently in English.

- Experience with public speaking.
- Knowledge of grant administration.
- Must not have been convicted of a felony.

Working Conditions:

Work is performed in a professional office environment with a moderate noise level, occasionally working under stressful conditions and for extended periods of time. Work is performed in facilities within Rio Arriba County with primary functions split between the Tierra Amarilla and Espanola Annex offices. This position is routinely exposed to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Evening, holiday, and weekend work outside of normal business hours may be required as well as travel and attendance at meetings.

- Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:
- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team-oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times;
- Maintain and enhance the county's commitment to customer service excellence.

Working Conditions for individual positions in this classification will vary based on each departments' utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Conditions of Employment:

Successful completion of thorough background investigation. Must pass a pre-employment drug screening and MVD check. Employees must comply with the safety guidelines of the county and follow the HIPPA Guidelines Manual - Policies and Procedures. Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within thirty (30) days of the date of hire as a condition of continued employment.

Please send an e-mail with your Letter of Interest, Resume and [Job Application](mailto:JobApplications@rio-arriba.org) to JobApplications@rio-arriba.org