

HEALTH LINKAGES PROGRAM COORDINATOR

Reports to: Administrator, Children and Family Resource Services

Division: Educational Services

Our ideal candidate

You are self-motivated, possess a strong work ethic, and have proven work experience related to leadership, program development and management, and supervision of others. You have strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with attention to detail as well as the ability to work independently and exercise sound judgment and decision making. You develop strong professional relationships with internal and external partners and integrate into the community with a clearly communicated vision of how to maximize its resources for families and children. You have excellent communication and interpersonal skills and the ability to handle confidential and medical information in a sensitive manner and within law. You are committed to providing the best service available to Santa Barbara County Education Office, school districts, children, families, and the community.

General description

Plan and execute Health Linkages programs per grants, contracts and Memoranda of Understanding (MOUs) including but not limited to school based screening and education, Children's Oral Health Program, and Santa Barbara County Promotore (community health worker) Programs and Network.

Specific duties and responsibilities

- Plan, organize and execute countywide Health Linkages programs according to the goals and outcomes articulated in the Programs funded by grants, contracts and Memoranda of Understanding (MOU)
- Recruit, select, hire, train, and support staff assigned to Health Linkages programs and a countywide network of *Promotores de Salud*
- Develop a comprehensive orientation program to assure quality performance of staff assigned to Health Linkages programs to meet grant requirements
- Monitor program activities, maintain records and data as required to document achievement of performance outcomes as defined by the scope of work for each grant
- Document work activity information and prepare periodic reports to funders and the community
- Coordinate training for Health Advocates focused on projects and funding
- Provide guidance, direction, review, monitoring, professional consultation, and evaluation of the activities of Health Linkages staff to assure quality services to the community
- Develop policies and procedures for Health Linkages programs
- Initiate regularly held staff meetings to provide technical advice, assistance and guidance to staff assigned to Health Linkages programs
- Participate in local and state meetings, trainings, workshops or conferences

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- Oversee grant writing to maintain or expand Health Linkages programs within Santa Barbara County
- Incorporate new resources as available to enhance or achieve program goals
- Perform other job related duties as assigned

Requirements

Education: Master's Degree in health or a related field.

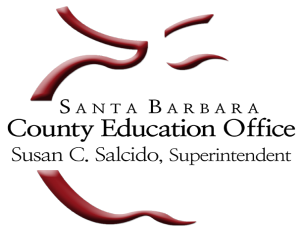
Experience: Requires four years in a health related position that includes program management. Demonstrated experience in leading community collaboratives.

Knowledge and Skills

- Principles and practices of health education
- Program planning and development
- Program evaluation methods
- Public relations methods
- Report writing techniques
- Grant application or contract development and preparation
- Research methods
- Proper English usage and grammar
- Record keeping techniques
- Needs of the community served
- Community organizations, resources and services
- Community outreach and engagement techniques
- Skilled in presenting information in group settings
- Computer proficiency and basic knowledge of clerical office practices, data entry techniques and file maintenance.

Abilities

- Evaluate the health care services needs of program participants
- Develop and prepare a variety of grants, reports and documents
- Plan, organize and implement services
- Coordinate program activities
- Delegate work; plan and evaluate the work of staff; train staff
- Establish and maintain working relationships with individuals from diverse socio-economic backgrounds
- Work cooperatively and provide leadership to the Health Linkages team
- Able to work varying shifts, including evenings and weekends in countywide locations
- Able to function indoors in an office environment engaged in work of primarily a sedentary to moderately active nature
- Able to sit on a frequent basis for extended periods of time



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- Able to drive to remote locations on a frequent basis
- Near visual acuity to read printed materials, computer screen, and observe activity
- Auditory skills to carry on conversations in person and over the phone
- Manual and finger dexterity to write and keyboard at an acceptable rate and operate microcomputer, use health screening devices, and common office equipment
- Able to lift twenty-five (25) pounds on an occasional basis

Licenses and certificates

Valid California driver's license; automobile insurance required by law; and the use of a dependable automobile

Working conditions

Work is performed indoors with minimal exposure to health and safety hazards.

Management salary range 17

Approved by the Personnel Commission: October 26, 2000
Revised: April 26, 2018