

**DANE COUNTY  
POSITION DESCRIPTION**

- Vacancy/New Hire**
- Audit Request**
- PD Update**

Date: 12/22/2017

Position No.

Dept. No. 520

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1. **NAME OF EMPLOYEE:** Vacant
  
2. **DEPARTMENT/DIVISION:** Board of Health/Administration
  
3. **WORK ADDRESS:** 210 Martin Luther King Jr. Blvd., Room 507, Madison, WI 53703
  
4. **CLASSIFICATION OF POSITION:** Public Health Planner – Violence Prevention
  
5. **NAME AND CLASS OF FORMER INCUMBENT:**
  
6. **NAME/CLASS OF FIRST LINE SUPERVISOR:**  
Alia Stevenson – Public Health Supervisor
  
7. **APPROXIMATE DATES EMPLOYEE HAS BEEN PERFORMING WORK DESCRIBED BELOW:**  
N/A
  
8. **DOES THIS POSITION SUPERVISE EMPLOYEES IN PERMANENT POSITIONS?**  
 Yes  No
  
9. **SUPERVISION RECEIVED:** Receives general supervision by Policy, Planning, and Evaluation Division Supervisor
  
10. **SUPERVISORY RESPONSIBILITIES:** None
  
11. \_\_\_\_\_  
**Employee Signature** **Date**
  
12. \_\_\_\_\_  
**Supervisor Signature** **Date**
  
13. \_\_\_\_\_  
**ERD Staff Signature** **Date**

## Public Health Planner – Violence Prevention

**POSITION SUMMARY:** The mission of the Policy, Planning and Evaluation Division is to support the work of Public Health Madison & Dane County with timely, accurate, user-friendly information for public health surveillance, policy development, program guidance, and community development. This unit performs activities including epidemiology, economic analysis, social and health policy analysis, program evaluation, and community capacity building. Community Health Assessment and Community Health Improvement Planning are also supported by this division.

This position facilitates partnerships between government agencies, criminal justice partners, community-based organizations, and community members to create a comprehensive violence prevention framework in order to advance goals through program management, data analysis, evaluation, and communications activities.

The Coordinator will:

- Develop a multi-sector coalition focused on reducing violence for Madison & Dane County
- Work closely with multi-sector partnerships to develop priorities for preventing violence
- Work with partners to oversee evaluation strategies and data collection activities for violence prevention programs.
- Seek out funding opportunities to support violence prevention programming and will manage all associated grants, contracts, and budgets.
- Monitor best practices in violence prevention.
- Engage individuals most impacted by violence in the community.
- Develop a plan for regularly communicating and receiving feedback from community partners regarding violence prevention efforts.

### **FUNCTIONS:**

#### **Function A – 35%: Community Engagement and Multi-Sector Collaboration focused on Violence (injury) Prevention (VP)**

- A1: Develop, plan, manage and execute a comprehensive and collaborative violence prevention plan designed to maximize community engagement and improve population health
- A2: Engage in and provide recommendations to support development, strategic partnerships and coalition-building efforts to enhance current and future initiatives
- A3: Provide overall and project level coordination in collaboration with community partners
- A4: Coordinate technical assistance to support program planning and evaluation of the VP Initiative as a whole as well as component parts (i.e., programmatic strategies to address VP reduction)
- A5: Engage elected officials and other stakeholders to develop policy solutions that support violence prevention efforts.
- A6: Represent PHMDC at key forums with internal and external partners
- A7: Research grant prospects and opportunities
- A8: Contribute to preparing grant proposals as needed and appropriate
- A9: Serve as liaison to partners in order to provide leadership, counseling, facilitation, and technical assistance as appropriate

#### **Function B – 25%: Communication**

- B1: Excellent written and verbal communication skills.
- B2: Ability to clearly articulate a public health approach to violence prevention.

- B3: Investigate and communicate best/promising public health practices being used in other communities, agencies and jurisdictions to address violence.
- B4: Create VP communications plans, including: defining communication goals, defining audience and scope, and managing implementation.
- B5: Track, evaluate, and share communications regarding violence prevention efforts on a regular basis.
- B6: Respond to inquiries from various stakeholders regarding violence prevention efforts.
- B7: Strong facilitation skills.
- B8: Ability to effectively discuss difficult topics that may elicit strong emotional responses.
- B9: Ability to communicate effectively with persons from diverse backgrounds.
- B10: Ability to build trust and relationships with persons of diverse backgrounds.

**FUNCTION C – 20%: Assess and Analyze Violence (injury) Prevention program efforts**

- C1: Assist with the day to day operations of a diverse array of analytic and communications initiatives related to Violence Prevention within PHMDC and with external partners using a strategic and cooperative approach.
- C2: Coordinate with staff inside and outside PHMDC (as needed) to ensure effective use of resources.
- C3: Assess opportunities and barriers regarding Violence Prevention efforts.
- C4: May initiate and manage contract(s) for services with targeted organizations and/or vendors
- C5: May manage specific programs or budgets, but will not have line management responsibilities
- C6: Work with PHMDC staff (Data Analyst, Epidemiologists, Evaluation Specialists) to analyze or interpret local data to inform violence prevention efforts

**FUNCTION D - 10%: Health Equity**

- D1: Utilize project data, evaluation and outcome results to develop strategic recommendations for improvements to public health, including policy and systems-level changes and to provide technical assistance internally and with external collaborators with a specific focus the link between violence and health equity.
- D2: With a focus on violence prevention, actively participate in health/racial equity activities and strategies to ensure all people in Dane County have fair and equitable opportunities to be safe and healthy. Strategies and activities include but are not limited to health / racial equity trainings, using a health/racial equity lens/assessment to evaluate potential policies or programs focused on violence prevention, consulting with the PHMDC health and racial equity team with specific questions and working on specific projects or program with the PHMDC health and racial equity team.

**Function E – 10%: Other Duties**

- E1: Actively participate in quality improvement activities to effect positive change in your programs and the Department by informing your supervisor of areas needing improvement, offering possible solutions, helping to gather data that will inform decisions, and working with others to test and implement new practices.
- E2: Participate in professional development as determined by supervisor to meet program, departmental and professional development goals.
- E3: Attend required HIPAA Privacy and Security training regarding federal and state laws related to confidentiality requirements. Know and abide by your program-specific confidentiality policies and procedures that ensure client privacy and electronic health

records security. Inform the Privacy Officer of areas that need improvement and do your part to prevent HIPAA violations and to create a culture of confidentiality compliance.

E4: Attend all staff, division, and program meetings.

E5: Other duties as assigned.

#### **POSITION REQUIREMENTS:**

Education and experience:

- A Bachelor's degree from an accredited college or university with major coursework in Public Administration, Criminal Justice, Public Policy, Public Health, or a related field (i.e. social work, counseling, health education, communications).
- A minimum of 3 or more years of relevant work experience in violence prevention, criminal justice reform, or a related field (i.e. economic/community development, behavioral health, health education/science, public administration, community organizing/engagement, social work, program evaluation, counseling)
- Knowledge of evidence-based prevention strategies
- Experience in program evaluation, with an understanding of data collection methods and data presentation
- Comfort working with individuals from a variety of backgrounds, including government officials, police officers, EMS, to community members impacted by violence.
- Comfort working with community stakeholders in the community and our diverse neighborhoods.
- Strong organizational, analytical, and written communication skills
- Ability to quickly learn new programs and systems
- Comfortable working in a fast-paced environment
- Ability to work well with others
- Commitment to improving the lives of all community members by reducing group violence in a sustainable way
- Experience engaging community members in work to improve their neighborhoods
- Understanding of restorative justice practices and principles.
- Understanding of trauma informed care and impact of trauma in victims and in relation to future violence

Preferred Qualifications

- Master's degree or 3-5 years' professional experience in Public Administration, Criminal Justice, Public Health, or a related field (i.e. economic/community development, behavioral health, health education/science, public administration, community organizing/engagement, social work, program evaluation, counseling)
- Experience implementing evidence-based prevention strategies
- Experience using, analyzing, or interpreting data to inform decision-making.
- Experience working with and supporting teams, initiatives and/or coalitions/community-based organizations.

**Certifications: none**

Licenses and other requirements: Current valid WI Driver's License; current valid professional licensure appropriate to specific discipline, if applicable. Employees are required, as a condition of employment, to be current and remain current with certain immunizations and vaccinations. A list will be provided at the time of job offer.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Able to describe factors affecting the health of a community (e.g., equity, income, education, environment).
- Able to solicit and synthesize input from individuals and organizations for improving the health of a community.
- Skilled in communicating with diverse audiences in meaningful ways.
- Patience with ambiguity and an ability to shape direction.
- Ability to work both independently and collaboratively.
- Creative, strategic thinker.
- Demonstrated initiative; evidence of being a self-starter
- Group facilitation skills
- Experience developing partnerships with local governments and community-based organizations
- Coalition building
- Effective communication
- Interpersonal and problem solving skills

**PHYSICAL DEMANDS:** Work may involve prolonged periods of sitting, standing and computer use. Access to transportation is required. Travel within the county is common and outside of county is possible.

**WORK ENVIRONMENT:**

Work occurs at the City County Building and at a variety of public health offices and community-based settings. Ability to travel between locations is required. During the course of the day, work could involve starting at one location and then traveling to other locations. Work requires flexibility to work with diverse populations and communities including people of different cultures, values and beliefs, in rural, urban or suburban settings, and with individuals and groups at different learning styles. Flexibility to work with individuals and groups where and when they are available is required. Work related to public health emergencies may require availability 24 hours a day, seven days a week. Conferences or seminars may require travel outside of Dane County.