

**DANE COUNTY
POSITION DESCRIPTION**

<input checked="" type="radio"/> Vacancy/New Hire <input type="radio"/> Audit Request <input type="radio"/> PD Update

Date: 8-22-18 Position No. _____ Dept. No. 520

1. **NAME OF EMPLOYEE:** vacant

2. **DEPARTMENT/DIVISION:** Board of Health / Administration

3. **WORK ADDRESS:** 210 Martin Luther King Jr Blvd, Madison, WI 53703

4. **CLASSIFICATION OF POSITION:** Health Equity Coordinator

5. **NAME AND CLASS OF FORMER INCUMBENT:** Alia Stevenson

6. **NAME/CLASS OF FIRST LINE SUPERVISOR:** Lesly Scott, PH Supervisor

7. **APPROXIMATE DATES EMPLOYEE HAS BEEN PERFORMING WORK DESCRIBED BELOW:** N/A

8. **DOES THIS POSITION SUPERVISE EMPLOYEES IN PERMANENT POSITIONS?**
Yes ___ No X

9. **SUPERVISION RECEIVED:** General

10. **SUPERVISORY RESPONSIBILITIES:** None

11. _____
Employee Signature **Date**

12. _____
Supervisor Signature **Date**

13. _____
ERD Staff Signature **Date**

POSITION SUMMARY: This position will have primary responsibility for developing, implementing and supporting a framework to build agency capacity so that 1.) PHMDC will be a highly effective organization that operates with health and racial equity as a guiding principle; and 2.) Health outcomes in Dane County will not be determined by race, class, gender, income, or other group status. Work involves strengthening staff and organizational capacity to address health and racial inequities by: Creating measurable health and racial equity goals that align with the strategic plan; Assessing, evaluating and continually reporting on organization progress toward equity goals; Developing internal competency in health and racial equity knowledge, skills and application; Supporting the development of a systematic process for recruitment, hiring, promotion, and retention through an equity framework; Building and sustaining relationships that advance racial equity initiatives.

The Health Equity Coordinator is responsible for technical expertise, project management, and leadership related to the development, implementation, facilitation and oversight of departmental Health and Racial Equity plans, using a data driven approach in alignment with the PHMDC strategic priorities and strategic plan. Across areas of responsibility, this position will need to collaborate with, leverage the skills of, influence and motivate staff and managers across the organization, providing education and using change management strategies as needed.

FUNCTIONS

FUNCTION A - 55%: Build agency capacity to identify and address health inequities

- A 1:** Develop relationships with agency staff and management, and an understanding of the function of divisions and programs, and the role of the social and economic determinants of health for programs and functions.
- A 2:** Lead a collaborative process to develop a work plan to identify and address health inequities in and across public health programs and functions, including website, public information and media strategies and plans, and incorporate principles of social justice into public health activities.
- A 3:** With program managers, staff and division directors, plan and facilitate alignment of the strategic plan, and changes in activities and approaches to decrease health inequities.
- A 4:** Coordinate alignment of daily work to achieve health equity, staff training, peer consultations, leadership development, increasing workforce diversity, and promoting cultural competence.
- A 5:** Assure knowledge and understanding of social and economic determinants of health by program staff, and across all public health functions and programs.
- A 6:** Facilitate development of tools based on best practices to identify and address social and economic determinants of health within program areas and across public health programs and functions, promoting interdependence.
- A 7:** Assure training and facilitated conversations to increase awareness and understanding of health and social justice including the root causes of health inequities, e.g. structural and institutional racism.
- A 8:** Facilitate use of quantitative and qualitative data to support identifying and addressing health inequities, and evaluating programmatic and agency-wide strategies.
- A 9:** Support use of performance management/quality improvement strategies to improve health equity outcomes.

FUNCTION B - 10%: Advance policies that address health inequities

- B 1:** Lead a collaborative process that includes staff, partners and the community to develop a local policy agenda targeting the social determinants of health in order to inform decision-making, create community momentum, build social capital, and catalyze action.
- B 2:** Work with staff to identify institutional and local policies that perpetuate health inequities and limit individual and community capacity to achieve health equity, with a focus on social, economic and environmental conditions that affect health.
- B 3:** Educate staff about ways to influence policy, including getting to know local policymakers, writing letters of support, providing statistics, information or testimony, organizing community partners around issues, being present at a press conference.
- B 4:** Educate legislators, policymakers including elected officials in Dane County and municipal government, and other stakeholders including County and City managers, on health policy.
- B 5:** Identify and coordinate with diverse partners, interest groups, and power bases including government officials, to increase awareness of and advocacy for policies promoting health equity.
- B 6:** Advocate with policymakers for policies that eliminate or mitigate inequalities that affect health.
- B 7:** Use data, research, and evaluation to support policy development.
- B 8:** Acquire knowledge of and connection with state and national health equity research and initiatives, including representing agency on relevant coalitions and associations.

FUNCTION C - 15%: Promote development of partnerships to increase community capacity to identify and address health inequities

- C 1:** Facilitate development of multi-sector collaborative strategies to address health inequities with current, new, and non-traditional private and public partners and community organizations, with the intent of strengthening the ability of communities to plan, implement and maintain effective changes that positively affect the broader community conditions determining health and well-being.
- C 2:** Assure community engagement about health and health equity, identification of assets and opportunities, and skills and leadership development.
- C 3:** Support staff and stakeholders in building social, economic, and political power in communities to advocate for equal distribution of resources, to create environmental changes that support health, and ensure sustainability.
- C 4:** Support community-led efforts to mobilize communities to gain resources to address health inequities.
- C 5:** Advocate for staff to work in partnership with the community, including with organizations and partners focusing on health equity and the root

causes of health inequities, and function as facilitator, supporting and assisting communities and populations.

FUNCTION D - 15%: Measure and evaluate outputs and outcomes related to the root causes of health inequities, and health equity strategies

- D 1:** Ensure organizational accountability through measurable outcomes, and community involvement in priority setting and evaluation.
- D 2:** Support ongoing identification and evaluation of outputs and outcomes, including program-specific, across the agency, and community indicators of health equity, that defines assets and areas in need of improvement, and informs policy and practice.
- D 3:** Develop measurement and evaluation tools to inform policy setting, local policy advocacy, and project planning and implementation.
- D 4:** Lead a collaborative process that engages staff, a diverse group of partners and community members including youth and underserved populations to identify measurable outcomes and a process for tracking progress and trends related to the social and economic determinants of health.
- D 6:** Collaborate with academic partners to document innovative and evidence based strategies to promote health equity.

FUNCTION E – 5%: Other Duties

- E1:** Assist in emergency preparedness activities by insuring that you are trained to internal policies and procedures to meet agency response and recovery needs safely. Be prepared and respond as directed to all hazards when PHMDCs emergency plans are activated.
- E2:** 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.
- E3:** Participate in professional development as determined by supervisor to meet program, departmental and professional development goals.
- E4:** Actively participate in health/racial equity activities and strategies to ensure all people in Dane County have fair and equitable opportunities to be 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, consulting with the PHMDC health equity team with specific questions and working on specific projects or program with the PHMDC health equity team.
- E5:** 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.
- E6:** Other duties as assigned.

POSITION REQUIREMENTS

Education and Experience: Bachelor's degree or higher, Master's degree preferred, in public health, public policy, nursing, health education or related field and a minimum 3 years of progressively responsible work experience related to public health, health policy, and/or health equity.

Certifications: N/A

Licenses: Any applicable license must be maintained

Requirements: Valid driver's license and reliable transportation. Employees must, as a condition of employment, remain current with certain vaccinations and immunizations. A list will be provided at the time of hire.

Knowledge, skills and abilities: Knowledge of public health theory, behavior change theory, adult learning principles, social ecological model, social marketing theory including community engagement, public health population practice and policy development, social and economic determinants of health and social and economic justice theories, community development and principals of health equity. Leadership skills, collaboration and, problem-solving skills, conflict negotiation, team building and group dynamics skills, excellent oral and written communication skills, interpersonal skills, and facilitation skills. Ability to examine and address own biases and beliefs; nonjudgmental and open to conflict and disagreement; ability to develop assets and abilities and bridge disagreements. Ability to develop, implement and evaluate training and capacity-building plans incorporating professionally and culturally appropriate content. Ability to work independently and as part of a team; demonstrated ability to work with diverse populations and groups, across boundaries such as differing ages, cultures, values, beliefs, learning styles, and literacy levels; ability to effectively coordinate efforts of multiple agencies and groups. Experience in evaluating community health needs data, and outputs and outcomes, collecting and understanding qualitative data, presenting findings and recommendations, and developing strategies to address findings. Ability to use applicable computer software, work flexible hours, and maintain adequate attendance.

Physical Demands: Ability to sit for long periods of time, and transport equipment or materials up to 25 pounds; travel between community sites throughout the county; use the computer and phone; ability to engage in regular interpersonal contact with public health staff and community partners. Good vision and hearing with corrective devices, as needed, are essential.

Work Environment: Work occurs at the City County Building and at a variety of public health offices and community-based settings. 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 levels of learning and with 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. Working conditions may vary in relation to heat, cold, fatigue, etc. Ability to travel between locations is required. Must have a valid driver's license, or access to reliable personal transportation, or equivalent. Conferences or seminars may require travel outside of Dane County.