



CLASS SPECIFICATION

Class Code: 60018975
Date Established: 08/2021
Last Reviewed: 03/2022
Last Revised: 03/2022
Last Title Change:
FLSA: non-exempt
Probation: 12 months

HEALTH EQUITY COORDINATOR

DEFINITION

Under general direction, plans, develops and implements initiatives to promote health equity and positive health outcomes for the community.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in public health, community health, social work, gender, race and identity, public administration, business administration, organizational development, or a closely related field AND three years full-time experience in health equity or health policy development, health education, non-profit management, workforce or organizational development, diversity and inclusion program management; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at time of appointment.

SUPERVISION EXERCISED

May exercise direct supervision over technical and support staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Research, identify, develop, and evaluate health equity models; make recommendations to advance health equity strategic objectives and reduce health disparities in the community. Acts as an influencer and subject matter expert on health equity, social determinants of health, and cultural diversity and inclusion.

Collaborate with leadership on existing and new public health programs to improve health outcomes for communities experiencing disparate health impacts.

Develop partnerships with internal and external stakeholders to build health equity capacity across the region. Represent the Washoe County Health District through regular attendance in local, regional, and statewide meetings to share health equity best practices, strategies, and materials.

Supervise assigned technical and support staff, including interviewing and selecting staff; provide staff training in proper work methods and techniques; assign and review work; develop training programs specific to program needs; conduct performance evaluations; implement discipline and conflict resolution procedures when necessary

Assist in the development of the Community Health Needs Assessment, Community Health Improvement Plan and other program planning efforts to ensure diversity, inclusion, and health equity within program models.

Research, identify, and secure available federal, state, local and private grant funding sources to ensure adequate programmatic support.

Develop and facilitate training on social determinants of health, barriers to care, disparate healthcare impacts, healthy equity, and cultural diversity and inclusion to promote health improvement strategies.

Prepare and present written and oral reports containing detailed findings and recommendations.

Coordinate and manage special projects, assignments and activities; collect, compile, analyze and monitor progress; present findings to management and community partners, identify alternatives and make recommendations.

Develop, manage, and ensure implementation and effectiveness of the Washoe County Health District's Health and Racial Equity plan that result in measurable positive results; systematically foster an agency-wide culture of centering policies, procedures and practices that are aligned with principles of health and racial equity.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Organizational structure of Washoe County and the Washoe County Health District as it relates to programs, activities, and functions of assigned areas.

Departmental policies, practices, and procedures.

Federal, state, and local laws, statutes, codes, regulations, and standards pertaining to public health.

Principles of general management, supervision, and training.

Principles and practices of public health program administration.

Environmental, social, economic and institutional drivers that lead to disparate health outcomes.

Collaboration and community engagement techniques and practices.

Culturally and linguistically appropriate and effective organizational, workforce, and program development strategies.

Grant development and administration.

Local community agencies, organizations and resources.

Ability to:

Select, supervise and evaluate the performance of assigned staff.

Lead agency-wide organizational development efforts focused on health equity.

Prepare, present and provide recommendations on health equity strategies and initiatives.

Develop effective, collaborative partnerships with public health partners and community-based organizations.

Work effectively with leadership and health district employees to implement health equity initiatives.

Operate department specific computer software programs.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, and other evaluation procedures.)*

Knowledge of:

Principles and practices of program analysis, development, and implementation.

Cultural diversity and inclusion principles.

Research techniques, data collection, analysis, and report preparation.

Program development and evaluation to determine effectiveness in meeting goals and objectives, and strategies to develop and implement program modifications for quality improvement.

Ability to:

Analyze information/situations, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Support and respond with sensitivity to diversity initiatives that address systemic racism, implicit bias and inequities.

Facilitate group process with internal and external stakeholders.

Read, interpret, apply, and explain pertinent laws, codes, regulations, and standards.

Write narrative reports, presentations, and grant applications.

Plan and organize work to meet schedules and timelines.

Communicate clearly and concisely both orally and in writing, tailoring the message to the intended audience.

Effectively represent the Washoe County Health District in communications with the public, community organizations, and other governmental agencies.

Establish, maintain, and foster effective and positive working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a standard office environment. Ability to use office equipment including computers, telephones, calculators, copiers, and fax machines. Ability to lift and carry up to 25 lbs.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.