



700 Columbine St., Sterling, CO 80751 - (970) 522-3741 – (877) 795-0646 - www.nchd.org

<u>Job Title</u> Equity and Outreach Manager	
<u>Pay Range:</u> \$22.00 - \$26.00 / Hr	<u>Updated:</u> July 2024
<u>Supervisor</u> Public Health Director	<u>Location</u> Sterling or Fort Morgan
<u>Schedule</u> M- F / Nights and Weekends may be required	<u>Employee Type</u> Full Time
<u>Education</u> The ideal candidate will have an associate or bachelor’s degree from an accredited college or university in human services, healthcare management, community health, communications, or related field. 3-5 years in a related field may be considered in lieu of education	<u>Experience:</u> <ul style="list-style-type: none"> • Experience as a Community Health Worker preferred. • Experience leading a team and projects required.
<u>License/Certificates</u> <ul style="list-style-type: none"> • Driver’s License (Required) 	

General Statement of Duties

The Equity and Outreach Manager reports to the Public Health Director and will be responsible for Supervising and leading the Community Health Worker team. Development, implementation, supervision, and maintenance of NCHD’s Health Equity Plan and working closely with response staff to ensure culturally appropriate messaging and protocols. Planning and execution of engagement, outreach actions, and activities with community partners, allies, and partner organizations on appropriate education campaigns and communications. Provides input and awareness focused on health equity and outreach strategies that influence other functional areas of the organization. Serves as the lead in the Child Fatality Program responsibilities and deliverables.

Primary Duties and Responsibilities



700 Columbine St., Sterling, CO 80751 - (970) 522-3741 – (877) 795-0646 - www.nchd.org

The Equity and Outreach Manager will reduce health disparities and increase equitable access to information, resources, and other community engagement through the following activities:

- Attending internal and external trainings and meetings related to enhancing health equity efforts.
- Strategically collaborate on program goals with community partners (healthcare, law enforcement, public education, elected officials, etc.).
- Work with community organizations on appropriate education campaigns and methods.
- Oversee and support efforts to expand the outreach of health equity among diverse communities and increase the positioning of Community Health Workers within our communities.
- Develop and implement strategies to better involve and incorporate feedback from communities traditionally underserved and/or underrepresented.
- Establish and maintain effective working relationships with employees, the public, community-based organizations, and other agencies.
- Management of program budgets within NCHD policies and procedures.
- Operate within budgetary limitations, policies, and procedures established by the grantors.
- Budget tracking on all grant revenues and expenditures to avoid over or underspending in the allotted grant periods.
- Manage program funding and reporting to funders.
- Hire and manage translators to assist with all external communications.
- Review and approve payroll, PTO balances, PTO requests for the team.
- Prepares annual performance reviews for direct report staff.
- Assist the team in providing education to underserved community members about community resources.
- Collaborate with the team on data collection and other evaluation-related activities.
- Partners with program managers and local organizations to support equity priorities and identify activities and events to improve community health.
- Work closely with the Marketing and Media Specialist and Disease Control Specialist on culturally appropriate messaging and contact tracing protocols when appropriate.
- Participate in the Colorado State Child Fatality Prevention Team quarterly meetings.
- Actively assist with Colorado's statewide Child Fatality case reviews.
- Work with the Colorado Child Fatality Prevention team to collaborate on annual recommendations provided for legislative review.
- Convene county teams (6) representing various sectors to review and complete all local Child Fatality Reviews to meet quarterly.
- Incorporate an action plan for promoting Child Fatality Prevention recommendations locally.
- Perform other duties and responsibilities as may be assigned by the Public Health Director.



700 Columbine St., Sterling, CO 80751 - (970) 522-3741 – (877) 795-0646 - www.nchd.org

Qualifications and Experience

- 3-5 years of experience in public health, human services, social work, behavioral health, wellness, health care management, or related fields preferred.
- A minimum of one year of experience in human services, healthcare, or community-related work. Experience can include volunteer or internship experience. Additional years of experience will be applied toward the education requirements.
- Management of staff, collaborative leadership, and knowledge of budget management and analysis.
- Must possess a valid driver's license and have access to dependable transportation readily available for business use.
- Excellent computer skills, including Microsoft Office, word processing, spreadsheets, and databases.
- Ability to handle confidential information with discretion and professionalism.
- Ability to effectively communicate, both orally and written, with community members and organizations.
- Excellent interpersonal skills required and ability to interact professionally with culturally diverse individuals during a time of crisis; strong empathy skills to handle challenging issues.
- Ability to work with compassion, empathy, confidentiality, and professionalism.
- Strong work ethic and passion for community health.
- Ability to network, build community connections, and build coalitions.
- Ability to conduct community organizing.
- Health equity knowledge and experience preferred.

WORKING ENVIRONMENT

This position involves working in an office environment. Familiarity with general office equipment such as computers, copy machines, and fax machines, is required. NCHD also requires the use of computer programs such as calendars, email, virtual meetings, MS Office products, etc. Daily activities may involve standing, sitting, driving, stooping, kneeling, climbing, lifting, carrying, transferring objects, reaching, pushing, and pulling. Periodic travel is expected of all staff throughout the 6-county region (Logan, Morgan, Phillips, Sedgwick, Washington, and Yuma Counties). Stairs are present in many offices. The climate and/or temperature, depending on the assignment, may be uncomfortable at times.

DRUG-FREE WORKPLACE STATEMENT

- Serving Logan, Morgan, Phillips, Sedgwick, Washington and Yuma counties since 1948 -



700 Columbine St., Sterling, CO 80751 - (970) 522-3741 – (877) 795-0646 - www.nchd.org

In 1988, Congress enacted the Drug-Free Workplace Act. This law requires employers who contract with or receive grants or funding from federal agencies to certify that they will meet certain requirements for providing a “Drug-free workplace.” The Northeast Colorado Health Department intends to comply with all provisions of the Act. Therefore, to ensure a safe working environment, it is the policy of Northeast Colorado Health Department that use of alcohol, other drugs, or controlled substances during work hours is prohibited. Likewise, it is the policy of Northeast Colorado Health Department that illegal possession, manufacture, use, sale, or transfer of a controlled substance on NCHD property or during work hours by its employees is prohibited.

EQUITY IN THE WORKPLACE

Northeast Colorado Health Department recruits, hires, employs, trains, promotes, and compensates individuals based on job-related qualifications and abilities. The Northeast Colorado Health Department also has a policy of providing a work environment that respects the dignity and worth of each individual and is free from all forms of employment discrimination, including harassment, because of race, color, sex, gender, age, religion or religious creed, national origin, ancestry, citizenship, marital status, sexual orientation, gender identity, gender expression, genetic information, physical or mental disability, military or veteran status, or any other characteristic protected by law.

HIPAA STATEMENT

It is the intention of the Northeast Colorado Health Department (NCHD) to ensure the confidentiality and integrity of protected health information of both patients and employees, as required by HIPAA, professional ethics, accreditation standards, licensure requirements, and any other legal requirements. Employees/students/volunteers are expected to follow NCHD policies, guidelines, and standards for workforce performance expectations which are mandated by HIPAA.

EMERGENCY PREPAREDNESS AND RESPONSE DUTIES

Employees are required to complete Northeast Colorado Health Department-provided emergency response training, exercises, and drills to prepare for a public health emergency. As First Responders, employees are required to support public health emergencies, incidents, and events.

BENEFITS INCLUDE:

- Medical insurance options at the beginning of the month after hire.
- Dental insurance options at the beginning of the month after hire.
- Vision insurance options at the beginning of the month after hire.

- Serving Logan, Morgan, Phillips, Sedgwick, Washington and Yuma counties since 1948 -



700 Columbine St., Sterling, CO 80751 - (970) 522-3741 – (877) 795-0646 - www.nchd.org

- Voluntary benefit options are available at the beginning of the month after hire.
- PERA Retirement upon hire.
- 401K participation.
- PSLF Eligible employer.
- 2 hours/month wellness leave (non-accruing) (full-time only).
- Paid sick time (part-time only).
- Paid time off (full-time only), accrues at 19 hours/month.
- 12 paid holidays/year.

Signature _____ Date _____