



NEPHA Regional Public Health Specialist

Title: Regional Public Health Specialist

Location: NorthEast Public Health Alliance - Billerica, Chelmsford, Tewksbury, and Tyngsborough

Reports To: Health Director, Tyngsborough

Caveat: This position is grant-funded and is subject to appropriation under the Massachusetts Public Health Excellence Grant for Shared Services, Department of Public Health

Hours: 35 per week

Salary: \$60,000-\$80,000: commensurate with experience and education

Position Purpose:

This position supports the NorthEast Public Health Alliance (NEPHA) to identify and implement best practices for public health service delivery, to increase the Alliance's awareness of and improve regional response to health risk behaviors, and promote equity in all policies and procedures across NEPHA communities. The Public Health Specialist will also perform work related to preventative health programs and collaboration between the public health nurses, regional health inspector, and the 4 communities within NEPHA.

Scope and Judgment: The Regional Public Health Specialist assists with the effort to provide public health services and support the communities of: Billerica, Chelmsford, Tewksbury, and Tyngsborough. Performs varied and responsible functions requiring a specialized and working knowledge of community and local public health operations. Exercise of judgment and initiative, willingness to help develop and define new procedures. This position will also contribute to regional-level initiatives and programs.

Supervision Received: Works under the general administrative direction of the Health Directors of NEPHA in accordance with applicable provisions of the Massachusetts General Laws, Board of Health regulations, and town bylaws, state, and federal regulations.

Job Environment

- This position will be housed in Billerica with some activities completed in person across NEPHA communities as core responsibilities dictate.
- This position requires comfort working across different health and human services issues such as healthy aging, substance use prevention, affordable housing, and compulsive acquiring and hoarding.
- Operates telephones, computers, and all other standard office equipment.
- Constant contact with community organizations, town residents, town department employees, vendors, and state and federal agencies. Contacts are made by phone, in person, by email, or by written correspondence.
- Case management assistance for inspection work can be conducted in the field sometimes under adverse environmental conditions.

Physical Requirements

While performing the duties of this job, the employee is required to communicate, talk and hear. Frequently the employee is expected to attend in-person meetings, transit between NEPHA communities on a project-dependent basis, and interact with members of the public. The employee must be able to handle, or feel objects, tools, or controls. Occasionally, work may require lifting and carrying objects. Vision and hearing at or correctable to normal ranges is required to read documents and analyze data. This position requires the ability to operate a keyboard at efficient speed.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Assist in the development, implementation, and evaluation of strategic programs and coalition projects as needed such as data collection, quality improvement, regional outreach and community engagement, and public health education and communication.

Coordinate and provide resources to individuals and families impacted by community health issues such as but not limited to substance use, mental health illness, hoarding, and food insecurity. Provide case management assistance and referrals for community residents as needed.

Execute periodic assessments of the health needs of all four (4) communities and/or interpret existing data to effectively target education programs and community intervention services. Create and present educational sessions and collect, analyze, and report data to internal and external stakeholders.

Develop a regional resource guide. Maintain resource guides and make materials available and accessible to appropriate agencies, departments, and the General Public.

Build relationships and drive collaboration with community organizations, strategic partners, and other stakeholders throughout the NEPHA shared service arrangement.

Design, organize, and lead community educational events and trainings on public health topics including, but not limited to, harm reduction, substance use prevention, and community health literacy.

Coordinates with NEPHA stakeholders on grant opportunities including preparation, submission of applications, and management of grant awards as appropriate.

Collaborate with NEPHA regional staff and individual community employees as needed for health education and prevention programs.

Provide regular progress reports and updates to NEPHA Advisory Board during monthly meetings.

Comply with Massachusetts Department of Public Health training regarding confidential information related to personal information.

Follow scripts, policies, and procedures provided by NEPHA.

Minimum Entrance Requirements:

Education, Training and Experience:

Bachelor's Degree in public health, social work, or a related field.

Graduate level study preferred.

Three or more years of professional experience, ideally in public health or social services. Or an equivalent combination of education, experience, or training which provides the requisite knowledge, skills, and abilities for this job.

Must be capable of working independently and complying with all HIPAA requirements.

Excellent interpersonal skills required. Demonstrated ability to interact professionally with culturally diverse individuals.

Preferred Qualifications:

- Background in public health and/or clinical social work.
- Ability to speak second or multiple languages.
- Knowledge of public health practices and concepts.
- Experience in community health, case management and/or public health emergencies.
- Knowledge of harm reduction strategies and trauma-informed care.

We are made up of people with different strengths, experiences and backgrounds. Diversity not only includes race and gender identity, but also age, disability status, veteran status, sexual orientation, religion and many other parts of one's identity. These varied points of view are key to our success, and inclusion is everyone's responsibility.

Qualified individuals should send a completed resume and cover letter to careers@bmestrategies.com. Please include 'NEPHA Regional Public Health Specialist' in the subject line.