



**SHARED SERVICES COORDINATOR
DIVISION OF PUBLIC HEALTH
CITY OF WORCESTER**

The City of Worcester seeks qualified applicants for the position of **Shared Services Coordinator** (Senior Prevention Health Specialist) for the Division of Public Health within the Office of Health and Human Services. Under the direction of the Director of Public Health, the position is engaged in the Central Massachusetts Regional Public Health Alliance (CMRPHA) initiative to strengthen core local public health services, to advance the recommendations of the 2019 Special Commission on Local and Regional Public Health and promote healthier communities across the region. The position will interface with the Boards of Health, Town Manager/Administrators, and administrative staff for the alliance towns to ensure coordination, support, and delivery of shared nursing, inspectional, community health, human service, and epidemiological resources for ongoing work of the shared service initiative. The position will work with the Academic Health Collaborative in assisting with coordination and recruitment of interns.

Bilingual candidates encouraged to apply.

ESSENTIAL ELEMENTS:

- Coordinate the shared nursing, inspectional, community health, and epidemiological staff serving Alliance Communities to ensure work meets priorities
- Manage the shared service framework, in cooperation with municipal partners, in order to set priorities for the shared staff and provide a system that reports efforts and progress to the larger group
- Develop a system to track activities conducted by shared staff, summarize, and share data with the participating municipalities and draft quarterly reports on the work undertaken by the shared staff for presentation
- Convene regular check-in meetings with municipal public health department administrative staff as well as WDPH/CMRPHA shared services staff
- Support management of the shared service grant budget, including preparing an annual or bi-annual budget, regular monitoring of expenses, and satisfaction of relevant grant reporting requirements
- Develop, engage, and maintain strong relationships with key community stakeholders, healthcare, human service-based and community-based organizations in Alliance communities
- Support grant applications and fundraising activities that can provide resources to sustain the shared service positions and to increase opportunities for the group to address upstream health factors
- Work with Alliance governance committee to implement the Strategic and Business plans and to design and implement program initiatives and special projects to improve health outcomes, including, but not limited to trainings, communication, education, community outreach strategies, research projects, advocacy efforts, and grant writing.
- Work with the Academic Health Collaborative in assisting with coordination and recruitment of interns.
- Prepare required grant reports

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and understanding of group dynamics in relation to coalitions and academic partnerships
- Knowledge and understanding of the social determinants of health and health and racial equity to address health concerns across disease categories and conditions
- Knowledge and understanding of public health policy development, implementation, and interpretation.

- Professional experience creating work plans and/or logic models
- Experience working with diverse populations
- Strong relationship management skills and experience creating collaboration among external organizations
- Excellent project management and planning skills
- Experience setting measurable objectives
- Excellent written and verbal communication skills
- Strong research and analytical skills
- Computer proficiency and proficiency in electronic databases and Microsoft Office suite
- Ability to work nights and weekends, as required
- Ability to maintain records and prepare reports
- Professional experience with programmatic or project management
- Experience working with diverse external stakeholders to advance common goals
- Ability to present and facilitate discussions

MINIMUM REQUIREMENTS:

- Bachelor’s Degree in Public Health, Health Studies, Environmental Health, Community Health, Community Development, Public Administration, Business Management, Health Communication or other related field.
- Experience working in the Public Health field at the local or state level.
- Experience with project and/or program management
- Experience managing contract and/or grant budgets
- Excellent communication skills

PREFERRED QUALIFICATIONS:

- Master’s Degree in Public Health, Health Studies, Environmental Health, Community Health, Community Development, Public Administration, Business Management, Health Communication or other related field.
- Three (3) years of experience with project and/or program management
- Three (3) years of experiencing managing contract and/or grant budgets
- Two (2) years of experience working with higher education institutions

SALARY RANGE: \$61,153 - \$80,021 annually, full-time, exempt, with an excellent benefits package.

To apply, please visit: www.worcesterma.gov/employment or send resume and cover letter on or before **FRIDAY, MARCH 22, 2024**, to: City of Worcester, 455 Main Street, Room 109, Worcester, MA 01608. Preference is given to Worcester residents. **The City of Worcester is an equal opportunity, affirmative action employer. Women, minorities, people with disabilities and protected veterans are encouraged to apply.** Direct inquiries to: City Hall, Human Resources, Room 109, 508-799-1030, HR@worcesterma.gov.