

## COMMUNITY HEALTH COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position responsible primarily for coordinating the health promotion efforts of the Division of Health and Family services. A substantial portion of the incumbent's duties shall include collaborating directly with Department of Public Health Services and responsibility for researching, planning, implementing and evaluating community health initiatives and programs to improve the health and wellness of the community. Work is performed under the supervision of the Commissioner of the Division of Health and Family Services, with wide leeway for using independent judgment in accomplishing objectives.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Coordinate the health promotion activities of the departments within the Sullivan County Division of Health and Family Services;

Collaborate with community partners and key staff in the Division to support community health Initiatives;

Develop and implement programs and initiatives that aim to promote health and wellness in the community;

Assist Public Health Services and other community partners in assessing the needs of the community and planning and prioritizing interventions;

Research and prepare grant applications in partnership with respective County and community Organizations;

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Represent the Division and the County at local health promotion and health planning activities;

Serve on assigned project teams and with other organizations as needed;

Manage special projects, programs, and initiatives as assigned;

Build relationships between the Division and other local agencies aiming to improve community health.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of public health principles, practices and administration; good knowledge of community agencies, facilities and services which may be utilized in accomplishing program objectives; good knowledge of techniques used to assess community health needs; ability to gather information, evaluate data and make appropriate inferences; understanding of the interplay of physical, emotional, and social components of community health; ability to establish good working relationships with others; ability to seek out the resources needed to implement health initiatives in the community; ability to evaluate the effectiveness of community health initiatives on improving community health; ability to prepare and maintain written reports and/or records; and ability to communicate clearly and effectively, both orally and in writing.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degree with a Master's Degree or higher in Public Health (MPH) or a related field, preferably with a concentration in Health Promotion; or

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(B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in a field described in (A) above and two (2) years of administrative experience in a health related organization or government agency that demonstrates that the candidate possesses the knowledge and skills necessary to perform the duties contained herein.

***Note:*** *Related fields include public health nursing health administration, community health education, or environmental health.*

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

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Revised and Replaced in Classplan: 12/26/2024 (Edu)