## Osceola County
# Community Health Program Coordinator

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| **SALARY** | $56,160.00 Annually | **LOCATION** | Kissimmee, FL |
| **JOB TYPE** | Full-time | **JOB NUMBER** | 02100 |
| **DEPARTMENT** | Housing & Community Services | **DIVISION** | Human Services |
| **OPENING DATE** | 03/29/2024 | **CLOSING DATE** | 4/8/2024 11:59 PM Eastern |

## General Description of Duties

**\*\*Position subject to close at any time\*\***

**NOTE TO INTERNAL APPLICANTS:**  INTERNAL CANDIDATES IN THE SAME CLASSIFICATION AND/OR PAY GRADE AS THE POSITION POSTED WILL NOT RECEIVE A PAY ADJUSTMENT IF SELECTED.

Under direction, the purpose of the position is to organize and establish partnerships with internal and external partners to offer comprehensive information regarding services and resources that enhances the medical and mental health well-being for Osceola County citizens.

## Essential Job Functions

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Provides oversight for the development, planning, implementation, and coordination of activities related to the Opioid Settlement as directed by the Housing & Community Services Manager and Department Director.
- Coordinates and leads meetings of the Osceola County Opioid Task Force.
- Records and provides minutes for the Osceola County Opioid Task Force.
- Expands partnerships and collaborations by engaging and creating connections within the Osceola County Health Care system.
- Expands partnerships and collaborations within the Regional Health Care system.
- Negotiates and monitors contracts with partner agencies.
- Analyzes and prepares contracts and related budgets.
- Coordinates, manages, collects, and/or prepares program data, reports, and attainment of goals and objectives of the Opioid Settlement.
- Receives inquiries and concerns, ascertains the nature of the request, and personally resolves, directs to the appropriate health care entity, or acts as a liaison to the appropriate individual.
- Attends meetings for the dissemination of information as required.
- Performs duties as assigned/necessary related or logical in assignment to the position.

## Minimum Qualifications

**Education:** Bachelor's Degree in Social Work, Community Health, Public Health, or a related field.

**Experience**: Two (2) years of public health related experience performing at the level outlined in the essential job functions or an equivalent combination of education, certification, training, and/or experience.

**Miscellaneous:** Must possess and maintain a valid Florida Driver's License.

## Knowledge, Skills and Abilities

- Excellent oral and communication skills and ability to facilitate speaking engagement and other community forums throughout the County.
- Ability to understand and follow written and oral instructions; ability to communicate effectively verbally and in writing.
- Effective interpersonal problem-solving, negotiating, and collaboration building skills.
- Strategic and innovative thinker.
- Knowledge of community resources and community-based organizations in Osceola County that serve vulnerable populations.
- Skill in establishing and maintaining effective working relations with all levels of management, employees, other departments, officials, and the general public; skill in the principles and techniques of customer service.
- Skills in preparing complex correspondence, summaries, and reports in a clear and concise manner; skill in business English, e.g., correspondence formats, spelling, punctuation, and grammar.
- Ability to access, operate, and maintain various software applications.
- Ability to operate basic office equipment e.g., computer terminals, printers, copy machines, telephone systems, and facsimile machines.
- Skill in reading, updating, and maintaining various records and files and complex administrative support functions, e.g., records maintenance, data analysis, reports processing, and documentation proofing.

**Physical Demand Requirements:**
Physical Demand: Light

- 20 pounds maximum lifting.
- Frequent (up to 2/3 of the work time) lifting, carrying up to 10 lbs.
- If less lifting involved will require significant walking/standing may be required.
- If mostly sitting is involved will require push/pull on arm or leg controls.
- Expressing or exchanging ideas by spoken word or perceiving sound by ear.
- Good eyesight for production or safety of self and others.
- Physical agility is required in kneeling, bending, stooping, and reaching.
- Required to have clear vision at distances of 20 inches or less.

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| **Agency** | **Address** |
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| Osceola County | 1 Courthouse Square, Suite 4200 |
| | Kissimmee, Florida, 34741 |

**Website**

http://www.osceola.org

## Community Health Program Coordinator Supplemental Questionnaire

**\*QUESTION 1**

**Are you a U.S. Military Veteran?**

◯  Yes

○ No

## *QUESTION 2

Are you electing to claim Veteran's Preference? (If electing to claim Veteran's Preference, please make sure to complete the Veteran's Preference Eligibility Form located on the home page of NeoGov.)

○ Yes

○ No

## *QUESTION 3

Do you possess a Bachelor's Degree in Social Work, Community Health, Public Health, or a closely related field? If so, please list the major/concentration. (Education must be demonstrated in the "Education" section of the application.) If no, list N/A.

## *QUESTION 4

Briefly explain and list your years of public health-related experience. (i.e., List the number of years and briefly explain your professional public health-related experience. (Experience must be demonstrated in the "Work Experience" section of the application.) If none, list N/A.)

## *QUESTION 5

Briefly explain your project management experience including negotiating, analyzing, and preparing contracts and related budgets. (Experience must be demonstrated in the "Work Experience" section of the application.) If none, list N/A.

## *QUESTION 6

Do you possess a valid Driver's License? If yes, what state?

* Required Question