



**\*\* EXTERNAL POSTING \*\***

Title:	Public Health Program Coordinator	Classification:	35 Hrs/Wk, Non-Union, Benefited
Department:	Board of Health	Grade:	PH-1
Reports to:	Health Agent	Salary :	\$22.1051 to \$27.5527/Hr.
		Effective Date:	September 3, 2021

**GENERAL SUMMARY**

Provides assistance in Public Health emergency preparedness; collaboration with community partners and agencies to identify health needs in the Town of Ludlow; ability to identify community needs and gaps in services; and to coordinate, implement and document quality improvements. This position has the responsibility of coordinating community health programs, collaboration with a wide range of community partners, and development of a plan for implementation of such programs. Also, required to perform all similar or related duties.

This position will serve on committees; participate in work groups; assist in the development of community public health programs and trainings; as well as adhere to current public health principals, practices, and procedures; public health programs, documentation and reporting; ensure compliance with State, Federal and local rules and regulations pertaining to Public Health and interpret and enforce these rules and regulations firmly, tactfully and impartially. Must maintain professionalism, sincerity, objectivity and approachability in dealing with others and their concerns.

**KEY RESPONSIBILITIES**

*(The essential functions listed below are intended only as examples 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.)*

**Emergency Preparedness**

- Participate in emergency response roles under the guidance of the Board of Health. Complete ICS, NIMS and WebEOC trainings. Engage and train CERT (Community Emergency Response Team) volunteers for emergency preparedness situations and contact volunteers with Blackboard Connect.
- Participate in HHAN notifications, emergency drills and closed POD trainings. Be available as Operations Coordinator for Emergency Dispensing Sites (EDS) and emergency shelters.
- Attend regional and local meetings pertaining to emergency preparedness such as but not limited to: Hampden County Health Coalition (HCHC); Local Emergency Preparedness Committee (LEPC); and Community Police and Council on Aging (TRIAD).
- Order and take inventory of all emergency preparedness supplies and equipment; ensure equipment is in good working condition. Must be able to respond to emergency calls.
- Apply for Emergency Preparedness grants.

**Public Health in the Community and Public Health Programs**

- Provide education and support to Town residents relative to preventive health and wellness; Develop and conduct preventive public health programs such as, but not limited to: CPR/First Aid training and certifications, Substance Use Disorder (SUD) Prevention, skin art course for body artists, Mass in Motion and any other program/clinic requested by the Health Agent and/or Board of Health; Plan, schedule and advertise annual flu and other vaccination clinics as needed.
- Apply for grants pertaining to public health programs. Meet grant deadlines, deliverables and budgets.
- Share and disseminate existing and collected data to internal and external audiences.
- Assist and participate in organizing and developing the department's strategic planning process, organizational improvement strategies, assessments and evaluations, and emergency preparedness programs.

**Administrative Duties**

- Maintain files, billing statements, invoices; Prepare and file all grant related reports;
- Maintain inventory of essential supplies and equipment (ensuring it is in working order);

**Carrie Ribeiro, SPHR**  
Director, Human Resources



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- Review emails, voice mails, and other communications and respond appropriately; Check schedule for meetings, appointments and trainings and attend same as required and at the request of the Health Agent and
- Required to maintain constant communications with co-workers, supervisors, Town employees, the public, and external groups and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, and the news media.
- May also serve as spokesperson or recognized authority of the department in program-related subjects, including controversial matters where tact is required to avoid friction and obtain cooperation.

### **MINIMUM QUALIFICATIONS**

Qualified applicants must have a Bachelor's degree in public health, social work, urban studies, or a related field; and one to three (1-3) years' of experience in public health or a related field; or any equivalent combination of education and experience; a valid driver's license; ability to pass a CORI background check; leadership abilities and experience as well as strong interpersonal and communication skills. Must be able to pay attention to detail, maintain strict confidentiality, maintain professional working relationships with other employees and the public and be a self-starter. Must be able to work 8:00 a.m. to 4:00 p.m., Monday through Friday, an occasional weekend and must be able to respond to emergencies when needed. May be required to attend a Board of Health meeting upon request. Regular and punctual attendance is a requirement of the position.

### **SUBMISSION DEADLINE**

Interested candidates should submit a **resume, cover letter and completed Town of Ludlow application** available at [www.ludlowma.us:81/HR/](http://www.ludlowma.us:81/HR/) by **Friday, September 17, 2021**, via email to [HR@ludlow.ma.us](mailto:HR@ludlow.ma.us). **No application submissions will be accepted if incomplete or received after the deadline.** Qualified applicants will be called for an interview. Once the position has been filled, all applicants will be notified. Applications are not held on file.