



**Office of Diversity and Equity Senior Community Health Planner-Limited Term (Open)**

**\$38.04 - \$47.54 /Hour**

**FINAL DATE FOR FILING: CONTINUOUS**

**THE POSITION**

San Mateo County Health System seeks an **Office of Diversity and Equity Senior Community Health Planner – Limited Term**. This position is in the Behavioral Health and Recovery Services (BHRS) Division and reports to the Director of Office of Diversity and Equity (ODE). The position will oversee and lead efforts related to reduction of health disparities particularly in the areas of prevention and early intervention. This position will supervise staff working on stigma reduction and suicide prevention, community outreach and engagement, ODE's Storytelling Program and Health Equity Initiatives (HEI). The selected candidate should have knowledge and experience with efforts particularly related to community program planning and implementation, developing evaluation and performance outcomes with a focus on health.

Primary responsibilities will include, but are not limited to, the following:

- Oversee ODE programs and efforts including Be the One campaign, Suicide Prevention, Storytelling, Mental Health First Aid and the Health Equity Initiatives
- Supervise the staff working on stigma reduction, suicide prevention, storytelling, community outreach, education and engagement efforts.
- Oversee, supervise and coordinate strategic planning and implementation efforts related to the broad Health Equity Initiative goals.
- Assist in the formulation and refinement of ODE's framework in addressing health disparities/inequities.
- Manage and monitor ODE contracts related to all program areas this position will oversee.
- Outreach and promote the Be the One campaign, storytelling efforts as well as other ODE programs through various promotion efforts including presentations at various community events, forums, workshops, and meetings.
- Implement evaluation plans, including data collection, documentation and reporting for the all the program areas this position oversees in accordance to State and program specific guidelines where applicable.
- Analyze relevant data and utilize the results to inform or develop initiatives that address priority health issues.
- Write clear, concise, and effective reports, presentations, policy memos, correspondence and news releases.
- Participate and represent ODE in Health Equity Initiative(s) and other assigned BHRS meetings.
- Support and provide technical assistance to other ODE-related projects as needed.
- Other tasks and duties as assigned.

The **ideal candidate** will possess:

- Possession of a Master's degree in Public Health, Public Policy or Public Administration.
- At least three years of experience in planning, evaluating, monitoring and coordinating community programs.
- Experience conducting community program outreach and health promotion activities including in-person and via digital communication means.
- Strong organizational skills with ability to plan, track and manage schedules and coordinate effort with participants and staff.

- Strong supervisory skills and ability to plan, assign, direct and review the work of others.
- Ability to collaborate with stakeholders and community partners for successful implementation and promotion of programs and projects.
- Experience working with ethnically and culturally diverse communities.
- Excellent written and verbal communication and presentation skills.
- Demonstrated ability to work both independently and collaboratively.
- Expert in Microsoft Office especially Publisher and PowerPoint
- **Bilingual English/Spanish is preferred but not required**

**NOTE: This is a limited term, at-will position.** Limited Term Employees are assigned to assignments not to exceed three years. They receive medical and dental benefits, similar to regular employees, and a defined contribution retirement plan.

## **QUALIFICATIONS**

### **Education and Experience:**

Possession of a Master's degree in Public Health, Public Policy, Public Administration or other relevant field with appropriate experience and knowledge of community health planning and health policy.

## **APPLICATION/EXAMINATION**

If you are interested in being considered for this limited term position the following **must be submitted via e-mail**:

- **Responses to supplemental questions**
- **Resume**

Please include the **words "ODE Senior Community Health Planner - Limited Term Position" in the subject line** of email submission. **All submitted materials must be in a Word or PDF format.**

Please submit the above listed materials via email to:

**Jei Africa, Director of Office of Diversity and Equity**

[jafrica@smcgov.org](mailto:jafrica@smcgov.org)

## **Submit responses to these Supplemental Questions:**

1. How do you meet the "**requirement**" of possession of a Master's degree in Public Health, Public Policy, Public Administration **-OR-** other relevant field with appropriate experience and knowledge of community health planning and health policy.
2. Describe your overall experience for this position and your knowledge of diverse community programs such as those under the Office of Diversity and Equity (ODE).
3. Describe your experience leading efforts to reduce behavioral health disparities. Include how you engaged multiple stakeholders in your efforts.
4. Describe your experience coordinating multiple programs. Include how you monitored the program and engaged participants to complete the program successfully.

**Application materials will be reviewed as they are received and well-qualified candidates will be contacted for an interview.**

**Apply immediately. Application materials will be accepted until position is filled. This posting is open on a continuous basis and selection may be made at any time within the process.**

**NOTE: Application materials are only accepted via e-mail.** Materials sent via regular mail and/or fax will not be accepted. Submittals that do not include all required elements (responses to supplemental questions, writing sample, graphic design sample(s) and a resume) will not be considered.

The County of San Mateo does not require job applicants to disclose conviction history information until after the applicant successfully completes all examination phases for the recruitment. All passing applicants will receive instructions by email only from Human Resources staff to complete and submit a conviction history questionnaire online within a specified deadline of two business days. **Failure to do so within the timeframe will disqualify you from the rest of the process.** Please visit this link at <http://hr.smcgov.org/conviction-information-applicants-fqs> to find out more information about the conviction history questionnaire so that you can prepare accordingly.

**Note:** Positions in criminal justice agencies currently required by law to pass background checks are exempted from this bill, and applicants may be required to submit conviction information at the time of application.

**San Mateo County is an Equal Opportunity Employer**

**Job Number:** F054-04

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