



**Senior Community Health Planner–
Health Equity Initiatives
Extra Help (Open)**

\$46.76 - \$58.43/ Hour

FINAL DATE FOR FILING: CONTINUOUS

THE POSITION

San Mateo County Health is seeking an **Extra Help Senior Community Health Planner – Health Equity Initiatives (HEIs)**. This position is in the Behavioral Health and Recovery Services (BHRS) Division and reports to the Office of Diversity and Equity (ODE). The position will support ODE's implementation of the BHRS nine HEIs, created to focus on health disparities in access and quality of care for cultural and ethnic communities and identify the workforce development needs of staff of these communities.

Under general supervision, perform a variety of technical tasks and community development work related to the planning, implementation and coordination of community service delivery programs; make programmatic decisions, establish basic programmatic policies and coordinate functions with other program areas; and do related work as required.

NOTE: This is an extra-help, at-will assignment, paid on an hourly basis. Some extra help positions are eligible for benefits under the Affordable Care Act. Extra help employees are not guaranteed permanent status at the end of the assignment.

Examples of Duties:

Applicants should have a passion for programs that advance diversity, inclusion and equity in behavioral health outcomes. Duties may include, but are not limited to, the following:

- Serve as the point person for coordination across all nine HEIs.
- Complete and submit quarterly HEI reports on activities, attendance and outcomes.
- Develop and implement a plan to integrate HEI work more effectively into BHRS structures and efforts including Multi-Cultural Organization Development activities.
- Work collaboratively with all HEI's to develop and implement their strategic plans.
- Analyze relevant data and utilize the results to inform their strategic plans.
- Support HEI proposal development, trainings and events.
- Support the outreach and promotion of HEI activities, trainings and events through various efforts including presentations, blog writing, e-mail blasts, and web postings.
- Develop outcome indicator reporting, data collection and tracking systems for all HEIs.
- Implement evaluation plans in accordance with State and program and specific guidelines where applicable.
- Write clear, concise and effective reports, presentations, memos, and correspondence.
- Participate and represent ODE in community and internal meetings.
- Support other ODE-related projects and other tasks as assigned.

Qualifications:

Knowledge of:

- Basic supervisory principles and practices.
- Practices and procedures of community organization and cooperation.
- Principles and methods of strategic and community health planning, promotion and health education.
- Statistical and survey methods utilized in needs assessments and program evaluation.
- Dynamics of underserved communities and populations, socio-economic aspects of and community-level determinants of health.
- Data analysis and synthesis of quantitative and qualitative research.
- Health promotion and media practices related to dissemination of initiative information and educational campaigns.

Skill/Ability to:

- Plan, assign, direct and review the work of others.
- Train and instruct others.
- Organize, prioritize and coordinate work activities.
- Read and interpret rules, policies and procedures.
- Think strategically to guide priority community planning efforts
- Obtain and maintain community collaboration for health promotion and planning efforts.
- Plan, organize and conduct health planning and promotion initiatives.
- Work with diverse staff and community members to address priority health issues.
- Analyze and develop policy initiatives to address high priority health issues.
- Analyze relevant data and program information to perform community health planning, assessment and evaluation.
- Establish and maintain effective working relationships with patients, physicians, other staff and the public.
- Write clear, concise, and effective reports, presentations, policy memos, correspondence and news releases.
- Communicate effectively orally, including public speaking.
- Originate, prepare and distribute publicity materials.

Ideal Candidate

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 and any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying.

- At least one year of experience in the field mental health and/or substance use preferred.
- Ability to understand and work effectively with marginalized San Mateo County communities.
- On occasion, available to work flexible hours, including weekends and evening hours.
- Travel/drive to various locations to attend meetings, support work, etc.

Those with lived experience as a person in recovery from mental health and/or substance use conditions or as a family member of someone who has behavioral health conditions and/or with experience as a member of Black, Indigenous, People of Color (BIPOC) and/or marginalized communities are strongly encouraged to apply.

If you are interested in the position, please submit a cover letter and resume to ode@smcgov.org
For additional information about ODE, please visit www.smhealth.org/ODE.