 **Community Health and Wellness Coordinator**

 **Job Description**

REPORTS TO: Health and Wellness Project Director X\* Non-Exempt X\* Full time- Temp X Salaried

Salary Range: $38,000 - $40,000 Annually

POSITION DESCRIPTION SUMMARY: -

The Community Health and Wellness Coordinator is responsible for the facilitation of projects that change physical environment, build community resilience, or improve systemic processes to enhance behavioral health and wellness in communities disproportionately impacted by COVID-19. The project’s main goal is to enhance behavioral health and community resilience. This project will address adverse childhood experiences, social determinants of health, and/or other youth, family, and community risk and protective factors. The service area includes one of the following Counties: Dallas, Ellis, and Navarro. This project is a grant-funded temporary position for 12 months beginning now and will have a team of four staff to work in conjunction with existing Community Coalition Partnership (CCP) staff.

This position is grant funded.

CORE DUTIES:

* Thoroughly understand DPR’s philosophy and services available to the community.
* Implement the Center for Substance Abuse Prevention (CSAP) Strategies that include delivery of prevention education, information dissemination, positive alternatives, and community-based processes and identification of problems, and referral to services.
* Collect data to pinpoint areas within the grantee’s region that are most disproportionately impacted by COVID-19 and behavioral health disparities.
* Assist with developing the project implementation plan submitted to HHSC for approval by DPR in October 2022.
* Implement the project activities from the Approved Implementation Plan.
* Establish and maintain cooperative, professional, and productive work relationships with local key stakeholders.
* Recruit local community organizations to conduct stress reduction/trauma healing activities.
* Conduct and facilitate presentations to community members about stress reduction/trauma healing in person or virtually.

· Prepare and complete accurate monthly, quarterly, and annual reports by deadline while following organization and funding requirements.

* Works with the coalition team on process and outcome evaluation.
* Attend team and staff meetings in person and online to work with Directors on the process, outcome evaluation, and the development of activities to meet project goals.
* Attend HHSC community development training and Technical Assistance required meetings.
* Maintain stakeholder contact information and community agreements in the designated database.

EDUCATION AND WORK EXPERIENCE:

* Bachelor’s Degree in the field of education, social and/or human services, or public health preferred; commensurate experience accepted as determined by the Chief Executive Officer.
* Experience working with diverse populations, community organizing, public health, and recruiting volunteer groups.
* Ability to work independently and maintain close, collaborative relationships with the coalition team, community stakeholders, and other agency staff.
* Ability to manage time effectively.
* Knowledge and experience using Microsoft Office Suite, Teams, Office 365
* Knowledge and experience using various online platforms such as Zoom, and Go To Meetings.
* Excellent written and verbal communication skills.

OTHER REQUIREMENTS:

· This position requires work in the community. Health and Wellness staff may need to work from home due to the current COVID-19 Pandemic. Staff will follow any guidelines provided by DPR as updated based on COVID-19 status in the community.

· Demonstrate adherence to the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care (The National CLAS Standards, 2013) for the proposed target population and demonstrate good-faith efforts to reach out to the underserved population.

· Must have and provide your transportation to and from community assignments.

· Must be able to work occasional outdoor activities and handle environmental elements.

· Must be able to work nights and weekends as needed.

* Employees will be expected to attend online meetings and training on time, and professionally dressed and groomed for all online sessions.

· Must be able to lift, pull, and carry up to 30 lbs.

* Must be fluent with computer programs and social media tools.

TRAVEL: Local 25-45% OUT OF TOWN: 10-20%

Job Type: Full-time

Salary: From $40,000.00 per year

Benefits:

* Dental insurance
* Employee assistance program
* Flexible schedule
* Health insurance
* Life insurance
* Paid time off
* Vision insurance

COVID-19 considerations:

Drug Prevention Resources is committed to keeping both our staff and constituents safe by following all local guidelines. Our work is done in the community and requires all staff to be present and engaged, with health protections as needed.

Experience:

* Community Health & Wellness Occupations: 3 years (Required)

License/Certification:

* Driver's License (Required)

Work Location: On the road