

Job ID: IRC14714
Company Name: Clark County
Location: Vancouver, WA
Close: First Review 10/16/15, then open until further notice



PARTNERSHIP COORDINATOR (PROGRAM COORDINATOR I)

CLARK COUNTY'S **Public Health**, located in Vancouver, WA, is seeking a **PARTNERSHIP COORDINATOR** that supports partnership efforts across the Clark County Public Health (CCPH) department, including best practice for partnership creation and engagement, coordination of partner networks, tools and resources for community mobilization, and partnership mapping.

HOW TO APPLY:

For complete job announcement, application requirements, and to apply on-line, please visit our website at:
<http://www.clark.wa.gov/hr/careers/> IRC114714

THE JOB

The Partnerships Coordinator position supports partnership efforts across the Clark County Public Health (CCPH) department, including best practice for partnership creation and engagement, coordination of partner networks, tools and resources for community mobilization, and partnership mapping. A top priority for this position will be to coordinate the components of CCPH's Community Health Improvement Plan (CHIP) in alignment with PHAB (Public Health Accreditation Board) requirements. Responsibilities will include implementation of PHAB Accreditation standards for CHIP documentation, development of work plans, outreach and engagement of public health community partners, coordinating and facilitating multiple partner meetings, report writing, function as liaison with CHIP Consultant, and reporting to CCPH Management Group and Leadership Team on progress.

The Partnerships Coordinator position requires experience working with and engaging community stakeholders in community driven initiatives as well as the ability to engage with people from diverse backgrounds, cultures and socioeconomic circumstances. This individual is expected to operate with considerable latitude and apply sound judgment. No supervision is required, but the coordinator may guide peers, community partners and volunteers in assigned duties.

Organizational responsibilities include understanding and promoting the public health mission of the department; providing courteous, respectful, efficient customer service to all department clients; honoring diversity of all department employees and constituents; participating in department training; and striving for personal excellence in public health work. Work is typically performed in an office setting, and will include fieldwork and travel to meetings, training/seminars, and various public events, which may include evenings and weekends.

QUALIFICATIONS

A Master's degree is preferred. Bachelor's degree and at least four years of experience in partnership development or a related field is also acceptable. The degree must have been conferred by an institution of higher education and have National Recognition of Accrediting Agencies by the U.S. Secretary of Education, and official transcripts will be required at the time of hire.

The ideal candidate will have the following:

- Demonstrated excellent communication skills
- Strong time management and organizational skills
- Interpersonal skills
- Focus on customer service
- Ability to explain complex partnership concepts and processes to department staff and partners
- Willingness and ability to work in a high pressure, multi-tasked environment

Requires a valid driver's license and a successful criminal background check as required by RCW 43.43.830.

Knowledge of: principles and practices of program management, including planning, scheduling, monitoring, and problem solving; research methods and techniques; Community Health Improvement Plans; community and stakeholder engagement; program evaluation; Key components of cultural competency; awareness of differences, attitude to examine

believes and values, knowledge of differences and skills to effectively and appropriately work across cultures; effectively and respectfully work with persons from diverse backgrounds including; age, color, religion, national or ethnic origin, socioeconomic status, physical characteristics, sex, sexual orientation, gender identity, gender expression, marital status, veteran status, health status, genetic predisposition, political belief, mental, or physical ability; identify the role of cultural, social and behavioral factors in determining the delivery of Public Health services; research and implement approaches to address problems that take into account cultural differences and working with diverse populations; recognize and address discrimination, stereotypes and stigmas in the work environment; recognize features of personal behavior which are affected by culture.

Ability to: effectively recommend, coordinate, and plan CHIP components; carry out policy directives of department leadership in an effective and timely manner; write clear and concise reports; develop and implement work plans, analyze problems, identify alternative solutions, project consequences of proposed actions, and formulate recommendations; utilize various PC applications; establish and maintain effective working relationships; Apply understanding and knowledge of cultural differences and similarities when working with diverse populations.

Other Necessary Qualifications:

- Must protect the privacy and security of protected health information as defined in State and Federal law.
- Must adhere to OSHA/WISHA guidelines, including but not limited to timely completion of mandatory trainings.
- Must adhere to the Department employee immunity policy and provide documents as requested.

SALARY

\$4,535 - \$6,406 per month

BENEFITS AND SALARY INFORMATION

Clark County offers a comprehensive benefits package including:

- Medical/Dental/Vision Insurance
- Paid Days Off
- Deferred Compensation (457 Plan)
- Retirement Options
- Employee Assistance Program
- 10 Paid Holidays
- Flexible Spending
- Life Insurance
- Supplemental Life Insurance
- Long Term Disability

It is the general policy of the County to start employees in the lower or middle sections of the salary range.

THE COUNTY

Clark County is located in the southwestern part of the State of Washington, across the Columbia River from Portland, Oregon. With almost 600 programs serving nearly 430,000 residents, the County provides a wide variety of employment opportunities for more than 1600 people. Clark County's governmental structure is a complex one, with eighteen elected officials, thirteen regional councils and districts, and numerous appointed boards. Although the county seat is in downtown Vancouver, County employees provide services to all of its residents, from urban cities and towns, to the hundreds of miles of beautiful countryside. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

Equal Opportunity Employer

Clark County is committed to increasing the ethnic, cultural and social diversity of its workforce and ensuring that diversity is a key priority of our organization. We are committed to providing equal opportunity and access regardless of race, color, religion, creed, sex, national origin, age, marital status, the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a disabled person, sexual orientation/gender identity, veteran status or any other status protected by law. Women, minorities, veterans, and persons with disabilities are encouraged to apply.

HOW TO APPLY

Apply online on our website @ <http://www.clark.wa.gov/hr/careers/> . Application materials are due by the closing date listed on the recruitment. Please read the Job Posting material thoroughly to determine application requirements.

Clark County Human Resources Department

1300 Franklin Street - 5th Floor
PO Box 5000
Vancouver, WA 98666-5000
