



JOB DESCRIPTION

United Way of San Joaquin County

Job Title:	Director of Community Health		
Reports to:	President/CEO		
Salary range:	\$100,000 - \$130,000		
Classification:	Exempt	Status:	Full-time/Hybrid schedule
Date Updated:	November 2024	Weekly Hours:	40

Our Mission

The mission of the United Way of San Joaquin County (UWSJC) is to improve people's lives by mobilizing the caring power of communities.

Position Summary

The Director of Community Health will lead and oversee the development and execution of all UWSJC strategic health initiatives aimed at improving overall community health and well-being. This role involves fostering partnerships among local agencies, community organizations, healthcare providers, and governmental bodies to promote equitable healthcare access and address pressing health needs. Key areas of focus include expanding access to healthcare services, social care integration, and advancing health equity. The Director will be responsible for planning, managing, and evaluating health programs and systems to ensure they meet community needs and regulatory standards.

Essential Functions, Duties, and Responsibilities

Strategic Leadership:

- Develop and implement strategic plans that address community health priorities and align with local needs, specifically the Alliance for Wellness initiative.
- Conduct needs assessments to identify gaps in healthcare access, mental health services, and health equity.
- Set clear goals, objectives, and performance metrics, integrating health initiatives with community development.
- Monitor public health trends and adjust strategies to ensure ongoing relevance and impact for San Joaquin County.

Program Development:

- Design and oversee health programs that address community health challenges, focusing on underserved populations. Inclusion of use of the CCN initiative. (Connected Community Network)
- Identify and prioritize program opportunities aligned with organizational goals and public health best practices.
- Lead program content development and establish partnerships for program execution.
- Regularly evaluate and refine programs based on community feedback and outcome data for long-term sustainability.

Partnership Building:

- Foster and maintain collaborative relationships with local governments, healthcare providers, nonprofits, and community groups.
- Act as a bridge to streamline efforts in addressing public health challenges.
- Create synergies for shared resources, joint initiatives, and collective advocacy.
- Enhance the reach and impact of health programs through strong partnerships.

Policy Advocacy:

- Advocate for policy changes at local, state, and national levels impacting community health.
- Track legislative developments in healthcare access, social care, health workforce, and health equity.
- Engage with policymakers, participate in coalitions, write policy briefs, and testify before legislative bodies.
- Ensure policies reflect community needs, with a focus on underserved populations and health equity.

Grant Management:

- Oversee the full grant lifecycle, from identifying funding opportunities to writing proposals and managing awarded grants. Develop an annual report related to Healthcare initiatives like the Alliance for Wellness and CCN.
- Ensure effective allocation of grant funds to support community health initiatives within UWSJC
- Manage compliance with reporting requirements and ensure timely submission of financial and programmatic reports.

- Collaborate with program staff to evaluate grant-funded outcomes, maximizing resource efficiency and impact on community health.

Data & Evaluation:

- Use data-driven methods to measure and assess the effectiveness of health programs.
- Gather and analyze public health data, tracking key health indicators and program outcomes.
- Monitor health trends and identify areas for improvement to inform strategic decisions.
- Conduct regular evaluations to ensure health initiatives align with community needs and public health goals.

Team Leadership:

- Lead and inspire a multidisciplinary team of public health professionals and program managers.
- Foster a collaborative environment that emphasizes professional development and mentorship.
- Oversee staff performance and provide clear direction and resources for achieving objectives.
- Promote a culture of innovation and collaboration to effectively address public health challenges.

Community Engagement:

- Serve as the primary liaison between UWSJC and the community, centering community voices in health planning.
- Organize public forums, focus groups, and outreach efforts to gather input and share program updates.
- Build trust and maintain open communication to ensure programs reflect diverse community needs.
- Encourage community involvement in shaping health outcomes and program initiatives.

General Duties and Requirements:

- Provide excellent financial stewardship for all resources, address all compliance issues, and maintain the transparency necessary for a community-based non-profit.
- Maintain confidentiality by safeguarding ePHI and demonstrating HIPAA compliance to our clients.
- Ensure that HIPAA privacy policies are clearly understood and followed.
- Be a positive UWSJC representative and ensure the organization and its mission and programs are consistently presented in strong, positive ways to the internal team, partners, and relevant stakeholders.
- Protect company assets.
- Support all co-workers and treat them with dignity and respect.
- Support the team in reaching common goals.
- Be able to think and act quickly and efficiently in emergencies.
- May drive on company business.
- Comply with all UWSJC policies and procedures, including but not limited to workplace safety, reporting work-related injuries, Infection Control, and preventing potential safety risks for staff, clients, and others.
- Punctual and regular attendance is an essential responsibility of each employee at UWSJC. Employees are expected to report to work as scheduled, on time, and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided.
- Other duties as assigned. Please note that this job description is not designated to cover or contain a comprehensive listing of activities, duties, or responsibilities required for the employee. Duties, responsibilities, and activities may change at any time, with or without notice.

Education and Experience

Education – Master's degree in Public Health (MPH), Healthcare Administration, or a related field is required.

Experience – Minimum of 5-7 years of experience in public health, healthcare administration, or a related field, with at least 3 years in a leadership role. Experience working with diverse populations and in community health initiatives is highly desirable. Certifications: Public Health certifications (e.g., CHES, CPH) are a plus.

Knowledge, Skills, and Abilities

- **Public Health Expertise:** Deep understanding of public health principles, including social determinants of health, health equity, and preventive health strategies.
- **Collaborative Skills:** Strong ability to engage and build partnerships with diverse stakeholders, including government agencies, healthcare providers, and community organizations.
- **Leadership:** Proven ability to lead, inspire, and manage teams toward achieving strategic goals.
- **Communication Skills:** Excellent verbal and written communication skills, with the ability to present complex information clearly to diverse audiences.
- **Analytical Abilities:** Skilled in using data to drive decision-making, with experience in evaluating program outcomes and public health trends.

- **Project Management:** Strong organizational skills and experience managing multiple health projects or initiatives simultaneously.
- **Grant Writing & Management:** Experience in securing and managing grants, including reporting and compliance.

Environmental Conditions

- Indoors in a typical office environment with little exposure to excessive noise, dust, fumes, vibrations, and temperature changes approximately 85% of the time.
- Frequent computer use at workstations.
- Travel to workplace sites required. Must have transportation.
- Frequently work at a fast pace with unscheduled interruptions.
- Responsibilities may require an adjusted work schedule and evening/weekend hours in order to meet deadlines or attend various meetings.
- May move (walk or drive) from one work location to another occasionally.

Physical Demands

- Ability to walk, reach, sit, stand, stoop, crouch, and climb stairs.
- Ability to move, carry, push, pull, and lift up to 20 pounds.
- Dexterity of hands and fingers to operate a computer keyboard.
- The ability to observe details at close range (within a few feet of the observer).
- Ability to communicate information and ideas so others will understand in English.
- Must be able to exchange accurate information.
- Regular and Consistent Attendance.
- Ability to drive a vehicle.

Compensation

- Health Benefits (Medical, Vision, and Dental) effective after 60 days of continuous full-time employment.
- 401K option is available upon the date of hire.
- Generous Paid Vacation
- Generous Sick Leave Benefit
- 14 Paid Holidays
- Employee Birthday Time-Off



Changes: This job description will be updated if duties and responsibilities change significantly. Job functions are subject to modification based on business necessity.

ADA/FEHA: United Way of San Joaquin County will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and California's Fair Employment and Housing Act.

Equal Opportunity Employer: United Way of San Joaquin County is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, religion, sex, national origin, disability, age, or military or veteran status in accordance with federal law. In addition, United Way of San Joaquin County complies with applicable state and local laws governing nondiscrimination in employment in every jurisdiction in which it maintains facilities. United Way of San Joaquin County also provides reasonable accommodation to qualified individuals with disabilities in accordance with applicable laws. All aspects of employment, including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs.

Diversity & Inclusion Statement Of Principle: United Way of San Joaquin County opposes discrimination of any form, as evident in our Diversity and Inclusion Statement of Principle. We value the visible and invisible qualities that make you who you are. We welcome that every person brings a unique perspective and experience to advance our mission and progress our fight for the health, education, and financial stability of every person in every community. We believe that each United Way community member, donor, volunteer, advocate, and employee must have equal access to solving community problems. We strive to include diversity, equity, and inclusion practices at the center of our daily work. We commit to using these practices for our business and our communities. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Certification: By signing below, I acknowledge receipt of this job description. I have been allowed to ask and receive answers to any questions regarding the job description. I fully understand this job description. I understand that my employer may revise this job description at its sole discretion at any time. Furthermore, I also understand that my employer may assign additional job duties as needed.

I certify that I am fully qualified to perform the position described and can, with or without reasonable accommodation, perform the essential functions of the position.

If applicable, please list any accommodations that would be necessary to enable you to perform the essential functions of the position:

I understand that employment with the Company is considered "at-will." Neither the Company nor I am committed to continuing the employment relationship for any specific term. Either the Company or I may terminate the employment relationship at any time, with or without cause and with or without notice.

For an employee who is currently performing the job, please initial below:

I have reviewed the job description for my position, and it accurately reflects at least 95% of the work I do daily.

This job description should contain the following job responsibilities to be an accurate reflection of my daily or weekly job responsibilities:

Employee Signature

Date

Print Name

Supervisor Signature

Date