

## Shared Services Coordinator

### **Background**

The Eastern Essex Regional Public Health Coalition is seeking to hire a Shared Services Coordinator to support the towns of Essex, Hamilton, Rockport and Wenham. The Health Departments are engaged in an innovative initiative to strengthen core local public health services, to advance the recommendations of the 2019 Special Commission on Local and Regional Public Health and promote healthier communities across the region.

The Coordinator will be based in the Town of Hamilton's Health Department. The Coordinator will report weekly to the Town Manager/Town Administrator/Health Director of each community. Shared Public Health Services' Board, which will be comprised of the Town Manager/Town Administrator/Health Director from each participating municipality. The Coordinator will work on a regional basis to ensure coordination, support and delivery of shared nursing and inspectional resources for the participating health departments and lead efforts to secure resources for ongoing work of the shared service initiative.

### **Essential Duties and Responsibilities**

*The essential duties and responsibilities listed below are intended only as illustrations of the various types of responsibilities that may be required. The omission of specific statements does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Supports the management and ongoing staffing of the shared nursing and inspectional staff serving the Town of Hamilton's Shared Public Health Services group to ensure work meets priorities
- Manages the shared service framework, in cooperation with municipal public health department leads, in order to set priorities for the shared staff and provide a system that allocates staff hours across the shared service area. This should include a means for requesting the assistance of shared staff support by health departments. The framework may be updated regularly over time to align with changing priorities
- Develops a system to track hours and activities conducted by shared staff, summarize and share data with the participating municipalities and draft quarterly reports on the work undertaken by the shared staff for presentation
- Convenes regular check-in meetings with municipal public health department leads and public health staff, such as public health nurses
- Supports management of the shared service grant budget, including preparing an annual or bi-annual budget, regular monitoring of expenses, and satisfaction of relevant grant reporting requirements
- Develops, engages, and maintains strong relationships with key community stakeholders, healthcare, human service-based and community-based organizations
- Supports grant applications and fundraising activities that can provide resources to sustain the shared service positions and to increase opportunities for the group to address upstream health factors

- Works with public health staff within the municipalities to design and implement program initiatives and special projects to improve health outcomes, including, but not limited to: trainings, communication, education, community outreach strategies, research projects, advocacy efforts, and grant writing.
- Prepares required grant reports
- Uses independent judgment and discretion to make decisions affecting the department and staff as it relates to unit operations/services and Town of Hamilton policy
- Performs other duties as required.

### **Supervision**

Works under the supervision of the Town Manager/Town Administrator/Health Director of each community in accordance with applicable rules, regulations, and policies. Varied and responsible duties require the exercise of judgment and initiative, particularly in situations not clearly defined by precedent or established procedures.

### **Work Environment**

Most work is performed in typical office conditions, with regular attendance at off-site meetings.

The employee operates standard office equipment.

The employee has ongoing contact with other town departments, outside agencies, and the public by telephone, e-mail, in person, and in writing.

This position may require direct client/patient contact and as a result of such direct contact, certain immunizations will be recommended and/or required prior to commencement of employment duties.

Errors could result in delay, loss of service, loss of grant fund, and/or legal repercussions, and could be costly for the Town.

### **Required Minimum Qualifications**

- Bachelor's degree in public health, health administration, social work or related field with a minimum of 3 years' experience. Strongly prefer Master's degree with at least 2 years professional experience in public health

### **Required Credentialing After Hire**

- Foundations for Local Public Health Practice course within 1 year of hire

### **Preferred Experience, Skills, and Knowledge**

- Demonstrated history in program management and administration, preferably in a public health or a related field, and experience working with a wide range of stakeholders, such as municipal and public health officials

- Demonstrated cultural competency with expertise working with diverse, multi-lingual individuals and communities
- Knowledge of the public health landscape in Massachusetts
- Grant writing and reporting experience
- Excellent interpersonal, verbal, and written communication skills
- Strong organizational skills and excellent attention to detail
- Literacy in computer software including Microsoft Word, Outlook, PowerPoint, and Excel; GIS software skill a plus
- Bi-lingual a plus, Portuguese or Spanish preferred
- Commitment to the role of public health in promoting racial justice and health equity
- Strong organizational skills, ability to prioritize and to multi-task
- Strong verbal and written communication skills
- Ability to understand and interpret quantitative and qualitative data
- Valid Massachusetts driver's license and daily access to a car for travel to meetings

### **Physical Requirements**

Moderate physical effort is required to perform duties under typical office conditions and travel to off-site locations. The employee is frequently required to sit, speak, hear, and use hands to operate equipment. Off-site locations may include meeting spaces, schools, clinicians' offices, hospitals, and homes of patients/clients. Vision requirements include the ability to read and analyze documents and use a computer.

A Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Job Title:** Shared Services Coordinator  
**Location:** Patton Homestead 650 Asbury Street  
 Hamilton, MA 01982 (Temp. location)  
**Salary:** \$65,000/DOQ  
**Job Type:** Full-time 40 hours per week  
 Non-union  
 Grant funded

Application by email accepted at: [mmaloney@hamiltonma.gov](mailto:mmaloney@hamiltonma.gov) Subject: Shared Services Coordinator or by mail to Michellelee Maloney, Director of Human Resources, Town of Hamilton: 299 Bay Road, Hamilton, MA 01982,

Position is posted until filled.

The Town of Hamilton is an Equal Opportunity / Affirmative Action employer.

