

# Shared Services Coordinator

## Background

The Town of Halifax Public Health Department is seeking to hire a new position that is grant funded. The new position is titled ***Shared Services Coordinator, (SSC)*** and the mission is to enhance the existing capabilities and to achieve the mutual goals of the Public Health Departments located in *Bridgewater, West Bridgewater, East Bridgewater, Middleboro, Raynham*. The Public Health Departments are collaborating to strengthen Core Local Public Health Goals.

Core Local Public Health Goals: “*disease prevention through education, disease tracking, promoting access to vaccines, disease data collection & enforcement of existing state sanitary codes to prevent disease by a permitting or inspection process and to abate complaint-based nuisance conditions*”.

This new project is based on the recommendations from a statewide commission that studied existing municipal public health departments prior to the Covid-19 pandemic. As result of this study, grant funding has been provided to hire public health professionals that will be shared among the member communities to help achieve the Core Local Public Health Goals and to enhance the capabilities at the municipal level to respond to emerging public health threats & emergencies.

The *SSC* will be employed by the Town of Halifax’s Public Health Department. The *SSC* will report to the Halifax Public Health Agent. An advisory Board, (*Member Municipality Advisory Board-MMAB*) between the six municipalities will be established to guide data driven policy decision about emerging public health issues that may impact the region. The *SSC* will be the primary point person in providing mutual public health aid among the member communities for the *Core Local Public Health Goals* that are based on a needs assessment survey, (*NAS*) completed by each member community. The *SSC* will be the primary contact for any member community needs.

## 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.*

- Manages *Shared Services Staff, (SSS)* to ensure that the team has the required resources, (*training, supplies, travel reimbursement, communication device and safety gear*) and is meeting the needs of each member municipality. Uses judgment and discretion to make decisions affecting the *SSS* as it relates to unit operations and dispatch of services and Town of Halifax policy.

- Manages the *SSS* to set priorities and provide a system that allocates staff hours across the shared service area equitably. This should include a means for requesting the assistance of shared staff support by health departments during normal working hours and after-hours emergencies on weekends, holidays and evenings.
- Develops a system to provide 24-hour response capability to member municipalities for after hours, holiday, vacation coverage and weekend public health emergencies. Emergencies may include but are limited to state sanitary code response to a restaurant problem, (*loss of electricity, sewage back up, flood or fire damage*), displacement of residents from a multi-unit dwelling place, (*no heat or fire in the building, leaking heating oil tank in the building or leaking gas pipe in the building*), support for emergency responders encountering a hoarding situation in a residential dwelling place, rabies prevention (*resident encounter with a rabid animal or bat or dog bite*).
- Develops a system to track hours and activities conducted by *SSS*, summarize and share data with the member municipalities and draft quarterly reports on the work undertaken by the *SSS*.
- Communicates frequently & regularly with the Public Health leadership of each member municipality
- Must be on call 24/7 to support the normal & emergency needs of the Public Health Leadership of each member municipality.
- Manages and coordinates the completion of administrative and budget reporting requirements to the Massachusetts Department of Public Health, (*MDPH*). Administrative duties include but is not limited to preparing an annual or bi-annual budget, regular monitoring of expenses, and satisfaction of relevant MDPH grant reporting requirements. Prepares required grant reports
- Communicates frequently & regularly with the MDPH representative that is assigned to the five member municipalities.
- Develops, engages, and maintains strong relationships with key community stakeholders, healthcare, human service-based and community-based organizations as directed by the *MMAB*.
- 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 as directed by the *MMAB*.
- 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 as directed by the *MMAB*.

### **Supervision**

Works under the supervision of the Halifax Public Health Agent and in accordance with applicable rules, regulations, and policies as established by the *MMAB*. 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. Remotely working from a home office may be considered after the first 30 days of employment. Field visits in adverse weather conditions or industrial work environments may be necessary to fully understand the scope and responsibility of the SSS employees that are being managed by the SSC.

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 of Halifax and municipal members.

### **Required Minimum Qualifications**

- Bachelor's degree in administration, communication, management, sciences, public policy, public health, social work, logistics or related field with a minimum of 3 years' experience.
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### **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, program coordination, transportation logistics, meeting deadlines, or dispatch of service providers and experience working with a wide range of stakeholders.
- 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 language skills are advantageous.
- Commitment to the role of public health in promoting racial justice, environmental 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,(SSC)  
**Location:** Halifax  
**Salary:** \$59,000 to \$69,000 based on qualifications & experience.  
**Job Type:** Full-time 35 hours per week  
 Non-union  
 Grant funded

Application by email is also accepted at: [bob.valery@halifax-ma.org](mailto:bob.valery@halifax-ma.org)

Position is posted until filled. The Towns involved are an Equal Opportunity / Affirmative Action employer.