

TOWN OF WESTFORD NOTICE OF JOB OPENING

Position: Community Health & Wellness Coordinator (Shared Community Position)

Union position: No

Hours: 37.5 hrs/wk – Exempt position – Grant funded

Position Summary: This is a full-time position that supports the Northwest Public Health Coalition comprised of the Towns of Westford, Acton, Dracut, and the City of Lowell. The Community Health and Wellness Coordinator (CHWC) is a shared services, grant funded position that has overall responsibility to develop up to date and innovative programming which focuses on the wellbeing of Westford, Acton, Dracut, and the City of Lowell residents in times of crisis, with respect to substance use disorders, mental health, stressors, interventions, social service needs, and related work as required. Demonstrated ability to interact professionally with culturally diverse individuals.

Ability to speak a second language and knowledge of harm reduction strategies and trauma-informed care preferred. Demonstrated professionalism, maturity, and ability to maintain confidentiality on matters relating to Public Health. Travel is required with a personal vehicle. This grant-funded position is subject to availability of funds.

Principal Responsibilities:

Scope and Judgment:

The Regional CHWC assists with the effort to provide public health services and support the communities of: Westford, Acton, Dracut, and the City of Lowell. Performs varied and responsible functions requiring a specialized and working knowledge of community and local public health operations. Exercise of judgment and initiative, willingness to help develop and define new procedures. This position requires comfort working across different health and human services issues such as healthy aging, substance use prevention, affordable housing, and disease prevention and control.

Supervision Received:

Works under the general administrative direction of the Westford Health Director (Town of Westford Public Health Department) and the policy the Northwest Public Health Coalition in accordance with applicable provisions of the Massachusetts General Laws, Board of Health regulations, and town bylaws, state, and federal regulations.

Essential Functions:

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

1. Assist in the development, implementation, and evaluation of strategic programs and coalition projects as needed such as data collection, quality improvement, community outreach and engagement, and public health education and communication.
2. Design, organize, and lead community educational events and trainings on public health topics including, but not limited to, harm reduction, substance use prevention, and community health literacy.
3. Coordinate and provide resources to individuals and families impacted by community health issues. Provide case management and referrals for community residents as needed.
4. Maintain regional resource guides and make materials available and accessible to appropriate agencies, departments, and the General Public.
5. Execute periodic assessments of the health needs of all four (4) communities and/or interpret existing data to effectively target education programs and community intervention services.
6. Works with area health care providers to plan services, collect statistical information and disseminate

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information on available substance abuse treatment services.

7. Analyzes, plans, coordinates, promotes, and supports programs that foster healthy lifestyles for residents of all ages.
8. Assists health inspectors' region-wide on case-by-case basis when clinical care is needed (i.e. hoarding cases). Works to provide resources and care as well as grow programs and initiatives.
9. Interacts with charities, churches, and local charitable civic organizations to assist vulnerable populations.
10. Coordinates with the Shared Services Coordinator on grant opportunities, including preparation, submission of grant applications and management of grant awards as appropriate.
11. Participates in planning and training activities as directed.
12. Assists in completion of grant required deliverables each year.
13. Complies with Westford, Acton, Dracut, and the City of Lowell best work practices.
14. Other duties as assigned by the Westford Health Director.

Physical Requirements

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Physical Skills:

Work requires some agility and physical strength, occasionally, work may require lifting and carrying objects. Occasionally, work may require lifting objects and carrying them. There also may be a need for the employee to stretch and reach in order to retrieve materials.

Motor Skills:

Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, typing and/or word processing, filing, moving objects, sorting papers, or operating a motor vehicle.

Visual Skills:

This position requires routine reading of documents and reports for understanding. The employee is required to determine color differences.

Work Environment

We are an Equal Opportunity Employer, and our employees are people with different strengths, experiences and backgrounds. Diversity not only includes race and gender identity, but also age, disability status, veteran status, sexual orientation, religion and many other parts of one's identity. All of our employee's points of view are key to our success, and inclusion is everyone's responsibility.

Education, Training, Special Licensure/Certification, Required Experience, Skills, Knowledge and Abilities:

Bachelor's/Master's degree in public health, social work, mental/behavioral health, area of substance abuse, and/or Community Health Education. Social work license required (LICSW). Two (2) or more years of professional experience, ideally in public health or social services, or any equivalent combination of education, experience, or training which provides the requisite knowledge, skills, and abilities for this job.

Excellent organizational skills, ability to meet deadlines, and schedules for multiple projects and assignments. Must be capable of working independently and complying with all HIPAA requirements. Excellent interpersonal skills required, verbal, and written communication skills. Ability to interpret and make appropriate decisions. Must be able to exercise independent judgment. Well-developed customer service training, ability to communicate effectively, and assist in problem resolution with minimum supervision. Excellent verbal and written communication skills. Highly proficient in Microsoft Word, Google Docs, Outlook and Excel. Ability to use social media as a tool. A valid driver's license and reliable transportation is required.

Contacts (boards & committees, vendors, general public, etc.): Frequent contact with other town departments, general public, and outside agencies and organizations. The CHWC meets regularly with appropriate departments and agencies to ensure proper implementation and to prevent duplication of town efforts.

Supervisory Responsibility (Include Positions Supervised): N/A

Responsibility for Operating Budget: N/A

Summary of Occupational Exposures: This is a hybrid position primarily housed in Westford. Some work may be done off site with some activities completed in-person across Northwest Public Health Coalition communities as core responsibilities dictate. Support for inspection work is conducted in the field sometimes under adverse environmental conditions, including weather, dirt, grease, smoke, fumes, and/or irritating chemicals and around heavy machinery and its moving parts.

The employee may be required to work beyond normal business hours, when necessary.

Must be able to operate a vehicle and operate various equipment such as cell phones, faxes, computers, and view a computer screen for extended periods of time. Exposure to varying weather conditions. Ability to hear, talk, walk, sit, bend, reach, stand, bend, climb, sit, kneel, crouch and grasp. Ability to handle professional conflicts during inspections.

Environment: Inside: 50% Outside: 50%

Salary: \$75,000 – \$80,000 /year - Grant funded. Dependent on qualifications and experience.

Location: This is a hybrid position primarily housed in Westford, MA. Some work may be done off site with some activities completed in-person across Northwest Public Health Coalition communities

Approximate Start Date: As soon as is possible

Direct Report: Westford Health Director

Status: Recruiting both within and outside the Town. If interested, please submit a resume to Human Resources, Town Hall, 55 Main Street, Westford, MA 01886. Or email to: HR@westfordma.gov

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The Town of Westford is an equal opportunity employer committed to workforce diversity.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. 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 Town and requirements of the job change.

Post: 01/15/2025

Remove: Open until filled