

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: NOVEMBER 22, 2013**  
**CLOSING DATE: DECEMBER 5, 2013**

**DEPARTMENT:** Health & Emergency Services

**POSITION:** Home Visitation Coordinator

**LOCATION:** Globe

**JOB CODE:** 13-120

**ANNUAL SALARY:** \$32,094.40-\$47,632.00 DOE

### **NATURE OF WORK**

Become the liaison between home visiting programs in Gila County. Collaborate with and assist all home visiting programs to build capacity and acceptance in the communities.

### **DUTIES AND RESPONSIBILITIES:**

- Promote communication among home visiting service providers
- Create/strengthen referral system within each community.
- Support regional coalitions in developing sustainable partnerships.
- Support coalition systems work.
- Develop a communication structure to improve collaboration (include website).
- Develop comprehensive list of available home visiting services, their characteristics and strengths, and target populations.
- Promote community acceptance of home visiting through information on website.
- Identify number and composition of regional coalitions.
- Strengthen or establish linkages and referral protocols among home visiting programs and community based providers.
- Set up website for community home visiting programs.
- Add lists of identified resources HV web page.
- Include lists of community HV programs on web page.
- Identify strategies to improve care coordination.
- Set up meetings, invite members.
- Identify training needs, schedule training.
- Update web page with meeting information, local training, links to resources.

### **WORKING ENVIRONMENT:**

Work is performed in a standard office environment and in the field when promoting/delivering program services; depending on area of assignment, may be exposed to variable weather conditions, infectious diseases, blood borne pathogens, and public emergency situations; work involves standing, walking, driving, and may require lifting up to 50 pounds.

### **EMPLOYMENT STANDARDS:**

High School diploma or G.E.D. and two (2) years social work/public health services experience; or equivalent combination of education, training and experience. A valid Arizona driver's license.

**Continue on back of page.....**

**KNOWLEDGE, SKILLS & ABILITIES REQUIRED:**

**Knowledge of:** Principles and practices of public health services; processes and standards for delivering health service programs; methods for identifying community health needs; processes for coordinating events that promote public health and well-being; methods for providing health information, education and counseling to the community; program documentation and reporting requirements; basic Health and Human Services programs; techniques for dealing with the public; in person and over the telephone.

**Ability to:** Provide health services to the community; deliver health information and education to the public; promote health programs and services; assess and identify community health requirements; assist with developing and implementing community health programs; prepare and maintain program documentation and records; track program income and expenditure; assist with identifying grant funding sources and applying for grants; communicate effectively orally and in writing.

**Skills in:** Performing a variety of community health functions in support of assigned programs and activities.

**NOTICE:** APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.