DIRECTOR OF PUBLIC HEALTH EXCELLENCE & SUBSTANCE USE DISORDER PREVENTION DIVISIONS

- One (1) Full-time (40 Hour) Position
- Monday – Friday, 8:00 A.M. 5:00 P.M.
- Band K, Anticipated Starting Annual Salary Range: $84,385 - $97,872

**DEFINITION:** The Director is responsible for writing, submitting, reporting to funders and managing grants, supervision, media relations, strategic planning, ensuring all programmatic deliverables are achieved, and serves as a key liaison from the DHHS to regional, statewide, and national partners, and serves as a strong support to the PHE and Prevention team.

**ESSENTIAL FUNCTIONS:**

- Direct Supervision of Public Health Excellence Team and Substance use Prevention Team; Oversee a team with diverse skills, team building and implementation city wide and as relates to regional initiatives related to substance use disorder prevention and intervention, other related health promotion activities, and the health information exchange; facilitate weekly team meetings
- Coordinates public health activities regionally with varied agencies, officials, and community groups at the city, county, statewide and national representation level. Serve on the board of associated partner coalition and agencies at the executive level as appropriate
- Responsible for grant reporting, assessing readiness/capacity for grant opportunities, overseeing programmatic reports, working with the team to develop data tracking and evaluation measures, ensuring all deliverables are met, and point of communication with funders. Collaboration on regional grant projects.
- Manage the shared service framework and the strategic prevention 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.
- Contributing to DHHS agency wide success and organizational learning
- Creating an exceptional workplace that promotes collaborations, ownership and leadership
- Cultivation of partnerships to enhance public health services - Develop, engage, and maintain strong relationships with key community stakeholders.
- Through education and outreach, promoting racial justice, restorative justice, and health equity. Focus on equity and diversity regionally, as well as health literacy, in prevention and health promotion work.
- Convene regular check in meetings with the team, DHHS department directors, and DHHS Commissioner.
- Support grant applications and fund-raising activities that can provide resources to sustain the shared service positions and to increase opportunities for the group to address upstream health factors.
- Work 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.
- Uses independent judgment and discretion to make decisions affecting the department and staff as it relates to the two departments
- Works with sensitive HIPAA level data, coordinates with data acquisition and reporting with agency partner organizations and ensures compliance of data security by staff for the health information exchange
- Serves as effective change agent, facilitates application of systems thinking; develops and implements performance measurement and evaluation strategies; facilitates strategic and tactical assessment and planning; facilitates empowerment of staff and community partners to take action; generates fresh ideas and approaches to solving public health problems
- Identifies and analyzes public health policy issues and alternatives; utilizes principles of media advocacy to communicate the public health mission to stakeholders; works with community coalitions and advocacy groups; guides the community and organization in seeking policy change and action on public health issues; translates policy decisions into organizational and community programs and services
- Strong regional meeting facilitation skills are required; Ability to present or train meetings, conferences and other community events.
- Performs other duties as required.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:** Bachelor’s degree in public health, health administration, social work or related field with a minimum of 8-10 years’ experience. Strongly prefer Master’s degree with at least 5 years professional experience in public health and substance use prevention.

**Knowledge, Ability, and Skill:**
- 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
- Significant experience in supervising staff, team building and creating a great place to work
- Experience in managing/enhancing programs, systems building, planning, grants management
- Experience working with substance abuse, mental illness, and individuals with trauma histories
- Competence in working with, and familiarity with, the cultural, geographic, ethnic and rural characteristics of Western, MA
- 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 Suites and Google Suites
- 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
- Ability to travel to meetings

**PHYSICAL REQUIREMENTS:**
Physical skills typical within an office environment more clearly defined in job description.

**FRINGE BENEFITS**
Fringe benefits and work schedule are consistent with other non-union employees.

**TO APPLY:** Employees who wish to be considered for transfer or promotion to the position may do so by completing a Promotion/Transfer Request form and submitting it to the Human Resources Department, 240 Main St., Northampton, MA 01060 by close of business on the above closing date. Others, please apply via the green “Employment” button at [www.northamponma.gov](http://www.northamponma.gov).

Equal Opportunity Employer~~