

**BELL COUNTY PUBLIC HEALTH DISTRICT  
POSITION DESCRIPTION  
Director of Community Health**

**02/03/2023**

Bell County Public Health District (BCPH) is seeking a qualified Director of Community Health to establish, develop, supervise, and maintain the Community Health Division for Bell County Public Health District. The position will lead community health assessment processes; health priority setting; community health plan development and implementation; community partnerships and activities; initiatives to impact the community's health; lead the development and implementation of PHAB components; lead cohesion of population health initiatives across BCPH and support key public health efforts; assist in the development and implementation of training and staff development opportunities; assist with the development and implementation of performance measures, quality improvement strategies, workforce development plans, and BCPH strategic plan; lead communication efforts; coordinate data collection and analysis efforts; lead and supervise Community Health Division staff; assist with grant writing; and serve as a Back-Up Public Information Officer (PIO).

The position is full-time position and reports to the District Director.

**Compensation:** \$85,000-\$100,000 annual salary depending on experience and qualifications

**Starting Date:** Immediate.

**Examples of Duties and Responsibilities:**

- Establish, develop, supervise, and maintain the Community Health Division.
- Lead, train, supervise, and evaluate Community Health Division staff.
- Lead community health assessment processes.
- Lead health priority setting.
- Lead community health plan development and implementation.
- Facilitate and participate in community partnerships including to plan, develop, implement, and evaluate activities related to identified health priorities of countywide or targeted health needs and engage in activities and initiatives to create impact.
- Identify, develop, implement, and evaluate initiatives to impact the community's health.
- Lead the development and implementation of Public Health Accreditation Board (PHAB) components.
- Lead cohesion of population health initiatives across BCPH and support key public health efforts.
- Assist in the development and implementation of training and staff development opportunities.

- Assist with the development and implementation of performance measures, quality improvement strategies, workforce development plans, and BCPH strategic plan.
- Lead communication efforts.
- Coordinate and design data collection and analysis efforts.
- Research, develop, and submit grant requests relevant to identified needs, public health, and BCPH mission.
- Serve as a Back-Up Public Information Officer (PIO) for BCPH.
- Oversee marketing and public relations for BCPH.
- Direct and coordinate student learning experiences with institutes of higher education for BCPH.
- Direct the development, selection, and distribution of public health materials such as brochures, reports, press releases, and content for social media platforms that are for release to the public with District Director approval.
- May serve as consultant to elected and appointed officials, civic groups, community organizations, and the general public on matters pertaining to public health and population health matters.
- Participate in professional development activities to maintain and gain knowledge within the field.
- Serve as part of public health emergency response efforts, as needed.
- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

#### **Minimum Qualifications:**

- Master's Degree in Public Health, Community Health, or other relevant program and five (5) years relevant supervisory experience OR Bachelor's degree in health education, education, public health, or a behavioral health-related field with a minimum of ten (10) years of experience with five (5) years relevant supervisory experience.
- Must have knowledge of and experience in community-based prevention, community organizing, assessment, program development, program evaluation, data collection and analysis, grants, public health and health education theories, public speaking, organizational skills, building and maintaining relationships, learning styles and curriculum development, and verbal and written communication skills.
- Requires intermediate skills in Microsoft Office (Word, Excel, Outlook, Teams).
- Must have a valid driver's license, private automobile insurance, and be insurable.
- Ability to travel at least 50% of work time mostly local within Bell County, Texas.
- Able to exert up to 30 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

#### **Preferred qualifications:**

- Ability to use design software such as Canva or Adobe Illustrator.
- Ability to plan for online communication channels such as social media and website information.
- Bilingual English – Spanish
- CHES ®, MCHES ® Preferred