



Community Health Coordinator Job Description

Overview: Beyond Housing exists because home matters. We begin with actual houses and housing preservation, focusing on quality and stability to give people a place to start. But there is more to a home than the house ~ home is about the life that happens in and around the house, as well as the life that fuels and draws out the best of the people within it. That life, in turn, is shaped by the community, its influences, its structures, and the people and dynamics that define it.

Beyond Housing helps entire communities become better places to live. We engage where we're needed, focusing on building consensus among leaders, providing and preserving housing, fostering community structures that shape lives, and guiding systems that make people's lives better.

We lead with vision for what a community can be ~ every community is different, but thriving communities tend to share the same basic set of positive traits regarding housing, safety, education, health, infrastructure, and access to basic human services.

We bring together leaders and resources, volunteers and citizens, and pursue a wide assortment of creative approaches to build stronger, healthier communities for life.

Finally, we are community builders, not kingdom builders. "It's their neighborhood, future, & dreams". Our objective is to help build, and contribute the good things we do for the sake of adding value to the lives of the people we're honored to serve.

Position: The Community Health Coordinator is responsible for planning, monitoring and managing the day-to-day operations of Beyond Housing's Passport to Health Program and related health initiatives. The Coordinator is responsible for taking all actions necessary to develop, implement and supervise quality, an effective outcome based programs for the residents within the 24:1 Footprint. An ideal candidate would be organized and dedicated to bringing health awareness, physical fitness and nutritional understanding to program participants, the residents within the 24:1 Footprint as well as the community at-large. This position works closely with other Beyond Housing staff, local residents and the Normandy School District and other community partners and stakeholders.

Responsibilities include, but are not limited to:

- Provides management to the health instructors, facilitators and volunteers of the Passport to Health Program.
- Oversees planning of programming, activities and special events for Passport to Health.
- Oversees implementation of community health strategies and planning of Passport to Health quarterly meetings.
- Attend staff trainings related to Passport to Health and Healthy Schools Healthy Communities,
- Assists in outreach and marketing of Passport to Health programs to the 24:1 community
- Oversight of participant registration and program enrollment.
- Assist with managing partner contracts for programming.
- Assist with coordination of partnerships with Healthy Schools Healthy Communities and Passport to Health.
- Prepares correspondence for program participants.
- Assist in oversight and compliance with MOU's, SMART Goals and action plans for: Missouri Foundation for Health, Express Scripts, Neighborworks, Beyond Housing Strategic Plan and others as appropriate.
- Ensures daily collection of program data needed to track program goals and ensure compliance.
- Responsible for data input related to participant enrollment, attendance, and deliverables.
- Maintains inventory of program supplies and equipment.

Personal Qualities:

- Collaborative -- A dynamic personality that is collaboratively minded, can recognize and identify strengths, seek consensus around mutual goals, and build meaningful relationships.
- Creative and Curious -- A systems-thinker and builder, who is not afraid to be innovative in designing solutions and has skills in articulating these ideas and concepts.
- Methodical -- Strong analytical, systems, and problem solving skills to evaluate performance, prepare reports, and recommend/implement solutions using independent judgment. Ability to move from concepts to action through strong program design and evaluation.
- Reliable -- Leadership skills that reflect and value a team approach, demonstrated integrity, effectiveness, efficiency, and the ability to deliver high quality service. Highly capable of handling multiple tasks, projects and timelines. Excellent oral and written communications skills.
- Trusted -- Ability to work with residents, partners, and staff of diversified backgrounds with a positive, optimistic, solutions oriented attitude. Shares a deep respect for the community, its stakeholders and the residents that we serve.
- Driven -- Passion for the work and an interest in continuous learning and improvement.

Preferred Experience and Qualifications:

- Bachelors degree preferred in public health, public policy, social work, physical education or related field of study (Required: Minimum 60 college semester hours).
- 1-3 years' experience working in health related field, community organizing, community development and/or related field.
- Supervisory and/or team leadership experience.
- Must be willing to occasionally work extended hours, nights and weekends.
- Knowledge of field concepts, practices/principles related to program planning & implementation.
- Must be computer literate and have extensive experience and knowledge with office systems: Microsoft Office applications including Word, Excel, Power Point, Access and Outlook.
- Ability to build partnerships and form positive relationships.
- Excellent oral and written communication skills.
- Must demonstrate a passion for connecting disadvantaged communities to critical resources and supports.

Supervisor:

- Community Health Manager

Supervises:

- Community Health Specialist

Salary and Benefits:

- Full-time salaried position with benefits for full-time position as determined in current Beyond Housing Employee Handbook

To Apply: Please submit your resume and cover letter to Betty Smith by email at

hr@BeyondHousing.org

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of all responsibilities, duties, and skills required. Beyond Housing is an Equal Opportunity Employer.