

Community Health Specialist | Description

SUMMARY

The **Community Health Specialist (CHS)** supports the expansion of UDVC's prevention efforts with the focus on assessing, outreach, preparing and responding to COVID-19 related community challenges. The CHS will be the central point of contact for the state to provide support and respond adequately to the complex COVID-19 needs for technical assistance to our member programs and ensure ample access for those needing services/resources. The CHS will ensure that information shared is grant compliant, victim centered, trauma informed, evidence-based, correlated with our training and education programming; and promote consistent, accessible support throughout our services statewide.

The overall focus will be on COVID-related prevention delivery via community assessments, education, strategizing care, and planning to increase access to DVSPs, strengthen partnerships with local and state public health authorities, emergency services managers, health care providers, culturally specific community-based organizations, Tribes and domestic violence programs to improve emergency operations & responses. There will be an emphasis on outreach to underserved populations to increase access to domestic violence services, which would include strengthening mobile advocacy in the respective communities where appropriate and focusing on the reduction of the exposure and risk of COVID-19.

PRIMARY RESPONSIBILITIES

- Serve as a subject matter expert and liaison regarding COVID related procedures, grant compliance, outreach, education & prevention efforts by being available for technical assistance inquiries with special attention to trauma informed approaches, healing focused care, evidence-based intervention/prevention strategies, underserved communities, diversity & equity, and compliance with state regulations via development of advanced topic materials.
- Support the Member Programs, state agencies & other community partners in security and safety during the COVID-19 pandemic including information sharing, reporting and monitoring of changes and the provision of preventive materials necessary for staff, participants and overall program safety and security.
- Strengthen health preparedness and response, particularly in the implementation of strategies through the development of detailed programs and plans, and training of staff from member programs, community partners for COVID-19.
- Monitor regional and national epidemiological data, standard health indicators and disaster patterns for analysis and early detection of trends, disease outbreaks and/or epidemics.
- Provide guidance in the event of COVID-19 spread, diagnosis or presumptive diagnosis within community setting. Such as quarantine and isolation protocols that would help DVSPs & others.
- Proactively promote domestic violence prevention efforts across the state which would include health access & equity for those impacted by violence.
- Conduct various assessments to formally evaluate our member programs/DV survivors needs in relation to COVID but also to accessibility to services.
- Plan, lead and coordinate a statewide workgroup with DVSPs/tribes/community health coordinators/etc. to discuss, share, assess, research, plan and record best practices, this will also include trainings
- Collect and analyze data and outcomes from partner programs; prepare performance measures and outcome reports for legislative supporters and project administrators.
- Support the UDVC grants and business management team to maintain adequate records of grant activities and deliverables.

- An understanding of, and agreement with UDVC's mission, values, and philosophy with the elimination of domestic violence, supremacy, and oppression including understanding of and promotion of survivor self-determination/empowerment models of care.
- Any other responsibilities as required by UDVC leadership team.

SKILLS & EXPERIENCE

- Knowledge of and experience with best practices for implementing culturally responsive, trauma-informed community health protocols.
- Demonstrated experience (minimum three years) in program development, and/or providing training and technical assistance.
- Demonstrated experience training or instructing individuals or groups concerning specific projects or processes.
- A commitment to eliminating oppression and violence against all through social change.
- Well-developed organizational skills, self-motivator, time management skills, ability to juggle multiple deadlines, strong attention to detail, commitment to creating high quality programs and work well in a team environment.
- Ability to gather and summarize data and to design, prepare and format reports.
- Public speaking experience and excellent business writing skills.
- Strong interpersonal skills including the ability to work constructively with various staff members and funders. Must maintain a professional demeanor.
- Ability to keep sensitive information confidential, understanding VAWA confidentiality provisions.
- Proficiency in Adobe Creative Suite®, Microsoft 365®, Google Workspace®, Volgistics®, Zoom®, and/or other databases and online portals.
- Must have reliable transportation (including driver's license and proof of insurance) when travel is required.
- Well-developed organizational skills, time management skills, ability to meet multiple deadlines, strong attention to detail, and commitment to creating a high-quality program.
- Must be a self-motivator, work well in a team environment, and have a commitment to contributing toward a positive work culture.
- Possess a high degree of initiative, integrity, and accuracy.

PREFERENCE

Preference may be given for the following qualifications:

- Multilingual / Bi-Lingual speaker preferred.
- Experience in a public health setting is a plus!
- Experience in a domestic violence related field. Direct service provision preferred.
- At least two years of experience working in the field of domestic and sexual violence advocacy, including prevention education, intervention, or service provision.
- Demonstrated experience training or instructing individuals or groups concerning specific projects or processes.
- Knowledge of domestic violence, sexual assault, human trafficking, stalking, prevention/intervention issues, as well as laws in these areas.

TRAVEL REQUIREMENTS

This position may require occasional in-state and out-of-state travel. Employees must have access to their own transportation.

- Ability to travel throughout Utah independently, including rural areas, and occasionally out-of-state.
- Flexibility in scheduling, including occasional overnight stays and extended days.

WAGES AND BENEFITS

The Community Health Specialist is a full-time, salaried (exempt) position and is supervised by the Director of Programs. Salary is negotiable (\$35,000–\$45,000), depending on experience, and includes the following benefits:

- 100% of medical, dental, and vision insurance premium costs
 - Options are available for dependents
- 100% of \$15,000 Life & ADD Policy
- 100% of Employee Assistance Program (EAP)
- 403b Retirement Plan
- A competitive time off policy which is summarized as:
 - 14 paid holidays per year
 - Up to 10 days of sick leave per year
 - Vacation leave is accrued on the following schedule:

Length of Continuous Employment	Vacation Days Earned/Accrued
0 months to 1 year	... up to 10 Days
Year 1 up to 3 years	... up to 15 Days
Year 3 up to 7 years	... up to 20 Days
Year 7 and beyond	... up to 30 Days

APPLICATION PROCESS

We strongly encourage qualified people of color and people from historically marginalized communities, persons with disabilities, and others who would bring additional dimensions of experience to our community to apply. The Utah Domestic Violence Coalition is an equal opportunity employer committed to workforce diversity.

Position is open until filled, meaning applications will be accepted and reviewed until the position is filled. To apply, please send a cover letter, resume, up to three professional references, and any relevant portfolio material via email (admin@udvc.org) or fax (801-521-5548). Applicants are subject to mandatory pre-employment security background checks.

Utah Domestic Violence Coalition is an equal opportunity employer for all person without regard to race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression, religion, age, pregnancy, disability, work-related injury, covered veteran status, political ideology, genetic information, marital status, or any other factor that the law protects from employment discrimination.

ABOUT US

The **Utah Domestic Violence Coalition** (UDVC) is nationally recognized by the federal Office for Violence Against Women and the Office for Victims of Crime as an expert organization supporting best practices in victim advocacy throughout Utah. UDVC's member programs provide direct services (including emergency shelter, community outreach and education, victim advocacy and case management, legal and housing support) to adult and child victims of domestic and sexual violence throughout Utah. Our member programs also work extensively in partnership with a range of organizations to bridge the gap in victim services throughout our state, especially in rural and diverse communities. Our Mission - To end domestic violence in Utah through advocacy, education, collaboration, and leadership.