



Eastern Highlands Health District

4 South Eagleville Road ♦ Mansfield CT 06268 ♦ Tel: (860) 429-3325 ♦ Fax: (860) 429-3321 ♦ Web: www.EHHD.org

Eastern Highlands Health District Community Health & Wellness Coordinator

Hiring Range: \$31/hr. - \$34/hr.

Hours Per Week: 19

Overview

We are currently recruiting for a **Community Health & Wellness Coordinator** to lead our community health programs.

This part-time position will be responsible for performing work in the area of community health; including, health and wellness promotion, population health interventions, community outreach, disease control activities, and management of grant funded community health programs. This position reports directly to the Director of Health. This position is partially grant funded.

What You Should Bring

We are looking for an individual who has a Bachelor of Nursing degree, and is a Registered Nurse in the State of Connecticut. The ideal candidate for this position will have a passion for population health and wellness. Have excellent communication skills. Be able to manage multiple priorities, work independently, and in coordination with community partners.

The Opportunity

This position works in the main office of the Eastern Highlands Health District in the Mansfield Town Hall. This is a 19 hour a week job, with flexibility on your work hours. So what can you expect to do in this position? Here is a listing of some of the responsibilities:

1. Performs promotion, outreach, and communication tasks on health and wellness topics including but not limited to developing educational promotional materials, supporting online and social media presence, and the drafting press releases.
2. Maintains existing agency relationships with area community health stakeholders, which includes but is not limited to the coordination of health district lead community coalitions.
3. Leads communicable disease control and case management follow up activities and programs.
4. Supports agency public health emergency preparedness activities including supporting our medical reserve corps volunteer unit.

Writing Sample

When applying for this position, we ask that you submit a resume and a writing sample. No *cover letter is necessary*. The writing sample should be a brief letter (no more than one page) targeting families in the community, and encouraging them to get their annual flu shot.

Dates

This position will be accepting applications through March 21st, 2019. The process will use the following timeline:

March 21 st , 2019:	Position closes.
March 22 nd , 2019:	Candidates will be notified of 1 st Round Interviews
March 28 th , 2019:	1 st Round Interviews
April 4 th , 2019:	2 nd Interviews
April 5 th , 2019:	Final Candidate Identified

How to Apply

If you are interested in joining the Eastern Highlands Health District as a Community Health and Wellness Coordinator, please apply online at: www.mansfieldct.org, please click on Job & Volunteer Opportunities. Be sure to upload a resume, and the writing sample. **Cover letters are *not* necessary.** Applicants who do not submit both a resume and the writing sample will not be considered further for the position. The application deadline is March 21st, 2019. The EHHD is an EEO/M/F/V employer.