

**CONNECTICUT ASSOCIATION OF DIRECTORS OF HEALTH, INC.
POSITION DESCRIPTION**

HEALTH EQUITY INDEX INITIATIVE

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POSITION DESCRIPTION**

HEALTH EQUITY INDEX (HEI) INITIATIVE

HEALTH PROGRAM ASSOCIATE – IT/DATA MANAGEMENT SPECIALIST

GENERAL PURPOSE

Under the direction of the Project Director, performs a wide variety of tasks in support of the CADH Health Equity Index (HEI) initiative related to the collection, management and analysis of data. It is preferable that this candidate have a background in public health (MPH) with strong skills in data management and analysis, and information technology.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Completes the analysis of data from the pre-test phase of the HEI
- Prepares and maintains files for data collection management
- Builds, explores, develops an accessible and user friendly web-based interface for data collection of the core index
- Collects and analyzes core index data in coordination with local health departments at demonstration sites and their core health equity teams
- Provides technical assistance to the pilot sites to guide them in collecting the needed data and performing such statistical analysis as is required using SPSS and other methods
- Provides technical assistance to help local health departments and their partners operationalize the mapping feature of the Health Equity Index.

ADDITIONAL DUTIES

- Participates in meetings, seminars and training sessions regarding the HEAT locally and regionally
- Can be expected to travel state-wide to provide IT assistance
- May be required to attend evening meetings throughout the state related to the HEAT initiative
- May assist CADH with development of Digital Health Department project and overall CADH IT and Data Management activities.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree in public health, computer science, communications, information technology, statistics/mathematics or related discipline
- A minimum of five (5) years experience in database management, and
- A general knowledge of public health is desirable.

Qualifications (Knowledge, Skill, Ability):

- Expertise in using a range of computer applications and database systems to support data management
- Strong functional understanding of databases, user interfaces, and configuration
- Proven data management skills including attention to detail, with focus on total project completion
- Knowledge of and experience with quantitative research design and analytic method
- Extensive knowledge in statistical software such as SPSS
- Knowledge in the use of GIS mapping technology
- Expertise in statistical data analysis
- Excellent organizational skills
- Excellent oral and written communication skills.

Special Requirements:

- Valid Connecticut driver's license or ability to obtain one

SALARY

- Based on experience, competitive and excellent benefits package

TOOLS AND EQUIPMENT USED

- Personal computer – word processing, spreadsheet, and PowerPoint applications
- GIS
- Statistical Software such as SPSS
- Internet

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- The employee may occasionally lift or move up to 25 pounds

TO APPLY:

Please send resume and cover letter to Eileen Kehl, Administrative Assistant, at ekehl@cadh.org. **Deadline for submission is September 19, 2008.**

**CONNECTICUT ASSOCIATION OF DIRECTORS OF HEALTH, INC.
POSITION DESCRIPTION**

HEALTH EQUITY INDEX

HEALTH PROGRAM ASSOCIATE -- PROMOTION AND COMMUNICATIONS SPECIALIST

GENERAL PURPOSE

Under the direction of the Project Director, responsible for developing and executing a communications strategy to include media relations, publications, fact sheets and website to enhance and promote the Health Equity Index (HEI) initiative across a diverse audience. Provide technical assistance to local demonstration sites and develop standardized communication campaign for statewide dissemination.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops overall communication strategy for the Health Equity Index (HEI) initiative
- Develops promotional materials and written communications
- Develops CADH communication capacity including website, newsletters etc.
- Supports the development and dissemination of various communication tools and strategies including video, brochures, etc.
- Builds and maintains media contact lists and relationships
- Writes, coordinates and distributes press releases and media outreach materials
- Maintains repository of speeches, articles, press coverage and all major documents.

ADDITIONAL DUTIES

- Participates in meetings, seminars and training sessions regarding the HEAT locally and regionally
- May be required to attend evening meetings throughout the state related to the HEAT initiative
- May assist overall CADH promotion, marketing, and public relations activities.
- Further advance the recommendations and implement the strategies developed with an experienced communications consultant

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelors Degree in Communications or related field
- A minimum of five (5) years of demonstrated strategic communications experience

Qualifications (Knowledge, Skill, Ability):

- Excellent written and verbal communications skills
- Excellent interpersonal skills
- Experience with website design and maintenance
- Appreciation and understanding of state media outlets
- Specific interest in addressing health inequities and experience with public health, social change and advocacy
- Demonstrated cultural competence for working with diverse communities.

Special Requirements:

- Excellent computer and internet skills – word processing and PowerPoint applications
- Spanish language proficiency or fluency a plus
- Valid Connecticut driver's license or ability to obtain one.

SALARY

- Based on experience, competitive and excellent benefits package

TOOLS AND EQUIPMENT USED

- Personal computer – word processing and PowerPoint applications
- Internet.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- While performing the duties of this job, the employee may be required to stand for periods of time.

TO APPLY:

Please submit a writing sample such as a newsletter, flyer, brochure, report, with an explanation of your role in developing content and/or in the production layout and editing.

Please send resume, cover letter, and materials to Eileen Kehl, Administrative Assistant, at ekehl@cadh.org. **Deadline for submission is September 19 2008.**

**CONNECTICUT ASSOCIATION OF DIRECTORS OF HEALTH, INC.
POSITION DESCRIPTION**

HEALTH EQUITY INDEX

HEALTH PROGRAM ASSOCIATE -- COMMUNITY ENGAGEMENT SPECIALIST

GENERAL PURPOSE

Under the direction of the Project Director, performs a wide variety of tasks directly related to the community engagement, collaboration and capacity building operations of the CADH Health Equity Index initiative. This position can be expected to support numerous project elements at different stages of development throughout the project, including state-level coordination of field sites and providing technical assistance to local sites, working in concert with local health agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Researches and investigates effective community engagement models
- Supports the statewide Health Equity Action Team (HEAT) to frame the issues and explore available resources for community engagement
- Seeks input from organizations involved in community engagement
- Outlines expected technical support, training and resource needs of demonstration sites
- Develops the proposed community engagement process for the demonstration sites, to be further refined by the communities themselves.
 1. Actively addresses issues of working in alliance across racial groups early in the process
 2. Ensures the process is inclusive – that community members have leadership roles, help set the goals, what is meant by success and how it is measured
- Develops complementary indicator framework of the initiative including research, collection and compilation of indicators and instruments
- Produces a guidebook on community engagement to address the root causes of health inequity
- Provides support to local health departments in building community capacity through trainings, technical support and other actions.

ADDITIONAL DUTIES

- Participates in meetings, seminars and training sessions regarding the HEAT locally and regionally
- May be required to attend evening meetings throughout the state related to the HEAT initiative.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Master's Degree in Public Health, Master's Degree in Social Work, or a related discipline with an emphasis in health education and community organizing
- A minimum of five (5) years experience in community engagement

Qualifications (Knowledge, Skill, Ability):

- Excellent communication, interpersonal, problem-solving and organizations skills
- Excellent written and verbal communications skills
- Experience in social justice, political, or community development work
- Experience in community-based, applied social science research
- Experience in training staff and community residents in community engagement
- Knowledge of the connection between social justice and health
- Strong presentation and training skills
- Keen analytic skills
- Ability and experience working with diverse individuals and communities.

Special Requirements:

- Excellent computer and internet skills
- Spanish language proficiency or fluency a plus
- Valid Connecticut driver's license or ability to obtain one.

SALARY

- Based on experience, competitive and excellent benefits package

TOOLS AND EQUIPMENT USED

- Personal computer – word processing, spreadsheet, and PowerPoint applications
- Internet.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- While performing the duties of this job, the employee may be required to stand for periods of time.

TO APPLY:

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