



## KITSAP PUBLIC HEALTH DISTRICT



### OUR VISION

Striving to make Kitsap County a healthy and safe place to live, learn, work, and play.

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*The Kitsap Public Health District is an  
Equal Opportunity Employer*

#### Drug-Free Workplace

*The Kitsap Public Health District is a  
drug-free, tobacco-free workplace.*

## PROGRAM COORDINATOR 2 KITSAP CONNECT

**Salary:** \$4,677 to \$6,581 per month, DOEQ

**Hours:** 40 hours/week (100% FTE), may include evening or weekend hours

**Status:** Regular, full-time, with benefits

**Closing Date:** June 5, 2016

*Please note: This position is grant-funded through December 31, 2017. Guarantee of continued employment after that time is contingent upon receipt of additional grant funding. The incumbent will be housed at the Bremerton Salvation Army offices, 832 6th Street, Bremerton, WA 98337*

### The Position

Kitsap Public Health District recently received funding to launch a new project – *Kitsap Connect* (also referred to under its original grant title of the *Crisis Response and Coordinated Care Demonstration Project*). This collective impact project, which is founded on principles of harm reduction and trauma informed care, will help some of the most vulnerable residents of Bremerton and Central Kitsap, who are experiencing (or are at risk of) mental illness, chemical dependency, physical illnesses, and homelessness by improving access to the care they need. Using a multi-disciplinary, mobile outreach team that includes intensive care coordination services, this project will provide the critical engagement and connective tissue to link these residents with desperately needed services that will ultimately reduce the severity of behavioral health issues, serious physical health complications, and homelessness. This will, in turn, reduce inappropriate or unnecessary utilization of costly services. The Program Coordinator 2 position manages the project and the mobile outreach team.

**Definition:** Under the direction of the Assistant Community Health Division Director and with support of a multi-sector “Design Team”, the Program Coordinator 2 is responsible for designing and managing the Kitsap Connect project. The incumbent provides overall program administration and leadership for the Kitsap Connect team (comprised of a Mental Health Professional, a Housing Outreach and Stabilization Coordinator, and a Public Health Nurse). Work focuses on coordination, planning, administration, evaluation and program operation. The incumbent coordinates and monitors program activities; reviews and analyzes data; provides technical assistance, guidance, and advice to staff; and acts as a liaison between various internal and external contacts. Duties entail complex project management, integrating research and best practices into specific program areas, and providing program consultation and expertise. Key contacts for incumbents include program participants with complex mental health/chemical dependency/chronic disease/housing issues, program partners (social service, law enforcement, healthcare providers), elected officials; and the general public.

## Physical Demands & Working Conditions

- Work is performed both indoors and in the field with frequent travel to attend make presentations, facilitate meetings, visit clients, and collaborate with service providers.
- Requires the ability to communicate with others orally, face to face and by telephone. Requires manual and finger dexterity and hand-eye-arm coordination to write and to operate computers and a variety of general office equipment. Requires mobility to accomplish other desktop work, retrieve files, and to move to various District locations. Requires visual acuity to read computer screens, printed materials, and detailed information. Essential duties may involve occasional kneeling, squatting, crouching, stooping, crawling, standing, bending, climbing (to stack, store or retrieve supplies or various office equipment).
- May be exposed to individuals from the public who are upset, angry, agitated and sometimes hostile, requiring the use of conflict management and coping skills.
- Frequently required to perform work in confidence and under pressure for deadlines, and to maintain professional composure and tact, patience and courtesy at all times.
- The environment is dynamic and constantly changing, resulting in continually re-evaluating and shifting priorities.
- May occasionally be required to work a varying schedule which may include evenings and weekends.
- Requires carrying a cell phone as well as being available to work as needed to meet program needs, which may include evenings, weekends and holidays.
- Requires the ability to alternatively sit and stand for sustained periods of time for meeting facilitation or training activities.
- Occasionally, the incumbent may be required to lift and/or carry object and materials up to twenty pounds. Rarely, the incumbent may be required to lift and/or carry objects and materials weighing up to fifty pounds to move education displays; set up training areas, meeting venues, etc.
- May be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

## Essential Functions:

- Designs, executes and manages the program, including development of policies and procedures, within the prescribed timeframe. Uses principles of harm reduction, the Stages of Change Theory, and collective impact in program design and implementation.
- Monitors program activities, including records and reports submitted by staff to ensure effective operations and compliance with grant requirements, applicable laws and regulations.
- Collects, compiles and analyzes program and financial data; and produces comprehensive status reports on various program aspects to inform stakeholders of program progress and to evaluate overall program effectiveness and operational processes.
- Formulates methods of accomplishing program objectives within budget.
- Serves as a liaison between various community partners and the program team; interaction is often to influence or motivate; exchange information; resolve problems creatively; and identify the appropriate communication channel or person to resolve issues and support efficient operations.
- Provides technical assistance, guidance, and advice to the Kitsap Connect team regarding the program to address complaints, concerns, or programmatic questions, and to ensure compliance with grant requirements, applicable laws, and established policies and procedures.
- Identifies approaches that will increase collaboration and communication within program team and externally with key partners and stakeholders.
- Maintains records; facilitates staff input of data into electronic systems to assure records and confidential information are current, organized, and accessible for future review and protected in compliance with laws and policies; conducts database queries to provide information to staff and external contacts.
- Assesses program needs and purchases within grant budget constraints; tracks expenses and monitors expenditures.
- Supervises, trains and evaluates program staff; establishes work priorities and performance standards; monitors performance and provides effective feedback; works with staff to correct deficiencies; and implements any necessary disciplinary action after appropriate consultation with the Division Director and Human Resources Manager.
- Oversees team care plan development and care coordination conferences; including convening necessary community partners involved with client.
- Collaborates with Assistant Director of Community Health, Kitsap Connect staff, and Design Team to develop community Advisory Committee.
- Establishes and maintains cooperative, effective working relationships with coworkers, other District employees, and the general public using principles of good customer service.
- In collaboration with the Design Team and the Assistant Director of Community Health, develops grant applications and proposals as part of a sustainability plan for the project.
- Reviews and analyzes changes to legislation and regulations that have direct impact on program operations; provides recommendations and guidance to management on steps to take to ensure compliance with changes.
- Prioritizes and plans own work activities. Uses work time and resources effectively, continually seeking to improve processes and procedures
- Carries out project-related administration such as scheduling, maintaining records, and producing/filing general documentation.
- Prepares a variety of written documents; operates computers utilizing a variety of software programs to produce documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Provides support in the development, implementation and monitoring of associated contract compliance. Ensures timely completion of associated deliverables.

## What Public Health Does

- **Essential programs for improving health:** immunizations, communicable disease prevention, and chronic disease and injury prevention.
- **Information that works:** Educational programs on everything from infant mortality to healthy aging, information on community health trends.
- **Protecting you and your family every day:** Services such as drinking water and recreational water quality monitoring, septic system inspections, restaurant inspections, hazardous waste control, disease prevention, and emergency planning.

## Essential Functions continued:

- Provides logistical support for activities and meetings. Provides materials and resources as appropriate.
- Completes timely and accurate random moments to comply with contractual requirements of Medicaid Administrative Match.
- Keeps current on and complies with HIPAA and other privacy regulations.
- Models a lean organizational culture that promotes the practice of respect for people, openness, trust, safety, transparency, collaborative problem solving, managing with data, incremental continuous improvement.
- Completes electronic timecard on a weekly basis.
- Responds to public health emergencies as required by the District. Assists in coordinating with other agencies and emergency providers.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned.

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## Requirements

- The ideal candidate must be passionate about working with people who face complex social and health issues, including homelessness, chemical dependency, mental illness, and chronic disease. Must fully embrace and be willing to advocate for harm reduction strategies.
- A bachelor's degree in a job related field; and
- Three years of closely related work experience.
- Alternatively, an equivalent combination of education, experience and professional certification may be qualifying provided the individual's background demonstrates the required knowledge, skills and abilities.
- Degrees must be from appropriately accredited institutions.
- Strong history of developing collaborative programs preferred.
- Performance of job duties requires driving on a regular basis, a valid Washington State driver's license, the use of the incumbent's personal motor vehicle, and proof of appropriate auto insurance.

## KNOWLEDGE AND ABILITIES

### Knowledge of:

- The needs of our community's most vulnerable residents suffering with mental illness, chemical dependency, chronic disease and housing instability/homelessness.
- Principles, procedures, functions and practices in public health promotion and community outreach.
- Correct English usage including grammar, spelling, and punctuation.
- Computer operation and a variety of software including spreadsheets and databases.

### Ability to:

- Build an effective multidisciplinary Kitsap Connect team.
- Collaborate with mental health, chemical dependency, homeless and housing service providers, social service, healthcare, law enforcement, criminal justice and others.
- Interpret public health subjects in an effective manner to assess community health needs and program effectiveness.
- Obtain public media coverage of health problems and programs.
- Develop quality proposals for grant and other special funding.

**Abilities continued:**

- Work effectively with medical, social service, and law enforcement leaders of the community.
- Listen attentively and communicate effectively and persuasively, both orally and in writing, in clear, concise language appropriate for the purpose and parties addressed, concerning complex or sensitive matters, including making presentations to diverse audiences.
- Use tact, discretion, respect and courtesy to gain the cooperation of others and establish and maintain effective working relationships with rapport with co-workers, volunteers, other programs, representatives of other agencies and businesses, and diverse members of the public.
- Read, understand, interpret and apply appropriately the terminology, instructions, policies, procedures, legal requirements and regulations pertinent to the area of assignment.
- Assure that absolute confidentiality is maintained as required and sensitive information is handled appropriately.
- Fulfill the commitment to provide outstanding customer service.
- Organize, prioritize and coordinate work assignments. Work effectively in a multi-task environment. Take appropriate initiative. Apply good judgment, creativity and logical thinking to obtain potential solutions to unique problems and to make reasoned decisions within the scope of knowledge and authority or refer to the appropriate person.
- Be attentive to detail, consistently follow written and oral instructions and guidelines, maintain a high degree of accuracy and complete records, check data, and prepare and review material in reports and correspondence.
- Utilize computers, databases and related software and automated equipment to produce worksheets and reports, typing with sufficient speed and accuracy to accomplish assignments in a timely manner.
- Communicate orally and in writing to a variety of audiences in a clear, comprehensive, effective and professional manner.
- Gather and analyze data and develop clear, concise and comprehensive reports, correspondence and other written materials.
- Coordinate, organize, and prioritize work, follow directions, instructions and protocol in the course of duties assigned.
- Work both independently and cooperatively within a collaborative team-oriented environment.



We are a diverse and dedicated team of about 100 people, working collaboratively in more than 20 different programs. About 75 percent of our staff are members of the Professional and Technical Employees Local 17. Virtually all of us work at the award-winning Norm Dicks Government Center near the waterfront of a revitalized downtown Bremerton, close to shops, galleries and restaurants.

We have a family-friendly culture, with generous leave policies, domestic partner benefits, a childcare savings and reimbursement plan, and flexible work schedules and teleworking options for many positions. We support a healthy environment, reduce traffic congestion and energy use, and help employees reduce commuting costs with our Commute Trip Reduction Program.

We support a healthy lifestyle with our wellness program, bike storage, and on-site fitness room that includes shower facilities.

We champion diversity and are an Equal Opportunity Employer.

## Kitsap Public Health District



### QUALITY BENEFITS

Our benefit package is strong, and driven by our commitment to provide comprehensive, affordable health insurance for our employees and their families. We design our benefit package to be flexible, so employees can choose the benefit package that best suits their needs. Employees who work a regular schedule of at least 20 hours per week are eligible for health benefits.

### MEDICAL, DENTAL AND VISION INSURANCE

For full-time employees, we pay 85 to 100 percent of the average premium for our comprehensive group medical and dental insurance plans for employees and their dependents depending on the number of persons they choose to cover. Employees with other coverage may elect to waive medical and/or dental coverage and instead receive a monthly deposit to either a Flexible Spending Account for dependent/child care costs or a Health Reimbursement Account for out-of-pocket medical, dental and vision expenses. Part-time employees receive pro-rated benefits contributions.

### LIFE AND DISABILITY INSURANCE

We also provide other benefits, such as a \$48,000 term life insurance policy and a long-term disability policy. Employees may choose to purchase additional life and disability insurance. Employees may, at their option, purchase additional life or long-term disability insurance, dependent life insurance, accidental death and dismemberment insurance and, short-term disability coverage.

### RETIREMENT AND SAVINGS PLANS

Eligible employees participate in the Public Employees Retirement System (PERS) a defined benefit retirement plan managed by the Washington State Department of Retirement Systems. The plan is funded by a combination of employer and employee contributions. In addition, we offer a choice of three 457 Deferred Compensation retirement plans that allow individuals to set aside a portion of their income for retirement on a tax-deferred basis. These plans are similar to 401-K plans offered by for-profit employers. We provide a continuing education allowance and paid time off for training so employees can pursue their professional goals and take responsibility for career advancement by learning new skills.

### PAID TIME OFF

We offer generous paid time off, with “general leave” that begins with 18 days per year for eligible full-time employees and increases to 31 days per year after 25 years of service. “General leave” is used for vacation, personal appointments, minor illnesses, etc. For longer term illnesses, injury or pregnancy, we also provide 6 days of “extended leave” per year. In addition, we have 11 paid holidays per year, including the day after Thanksgiving and a personal floating holiday. We offer bereavement leave, all state and federally mandated leaves such as family medical leave, military leave, and other leave categories that help our employees manage significant life events.

## Essential Functions

*The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge, skills and abilities typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to balance the workload.*

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## Other Information

### To Apply:

To complete the Kitsap Public Health District's online application, please follow the link provided in the email announcement. To apply, simply click on the *Position* at the bottom of this page. Then click on the *Apply* link on the right side of the job announcement.

If this is the first time you are applying using the Neogov online job application system, you will need to create an account and select a Username and Password. After your account has been established, you can build an application by clicking on the "Build Job Application" link. This application can be saved and used to apply for more than one job opening. Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.

**Application Review:** Applications are evaluated solely on the information provided by the applicant; PLEASE BE THOROUGH and pay particular attention to completion of the NUMBER OF HOURS WORKED for each position held.

**Equal Opportunity:** The Kitsap Public Health District is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status,\* or any other basis prohibited by federal, state, or local law.

**Reasonable Accommodation:** In compliance with the Americans with Disabilities Act, disability will be considered only in the context of an applicant's ability to perform essential functions of the job and to determine reasonable accommodation. Accommodation to participate in the job application and/or selection process will be made upon request with reasonable notice. The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Identification:** Applicants who are offered employment with the District are required to provide proof of identity and authorization to work in the United States by the employee's third day of employment, as required by the U. S. Citizenship and Immigration Services.

**Use of Automobile:** Persons whose positions require the use of an automobile will be expected to use their own private vehicle, and will be asked to provide proof of appropriate auto insurance. It is also necessary that such employees to have and maintain a current, valid Washington State driver's license.

**Disclaimer:** The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.

**Drug-Free Workplace:** The Kitsap Public Health District is a drug-free, tobacco-free workplace.

**Examination Procedure:** The examination for positions will consist of either verification or evaluation of the applicant's experience and training based upon information contained in the application AND/OR, oral test (panel interview) to evaluate the applicant's suitability for the position; PLUS, skills testing may be administered, PLUS, references will be obtained from former employers, etc.

**Note:** A criminal background check through law enforcement agencies will be conducted on all successful applicants prior to their being appointed to this position.

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