

eliminating racism empowering women

ywca job description

YWCA of Kalamazoo
353 E. Michigan Ave.
Kalamazoo, MI 49007

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Position: Director of Community Health

Department: Maternal and Child Health

Supervisor: Executive Director of Cradle/ Vice President of Community Health

Compensation Range: \$70,000 annually + benefits

FLSA Status: Exempt, Fulltime

Hours of Work: Monday – Friday; Business Hours & Evenings. Occasional Weekends.

MISSION STATEMENT: Eliminate racism, empower women, and promote peace, justice, freedom and dignity for all.

FUNCTION: The Director of Community Health will provide strategic oversight and leadership in addressing the root causes of health inequities that affect infant mortality in Kalamazoo. The Director of Community Health will supervise and guide a team of Program Coordinators and will ensure alignment with YWCA Kalamazoo's Advocacy and Systems Change efforts, in leadership of Cradle Kalamazoo and the YWCA Kalamazoo Reproductive Health Fund. These efforts are, but not limited to, collaborating with Cradle partners to promote birth equity, reproductive health, safe sleep, and care coordination.

The successful candidate will have a strong understanding of the root causes of infant mortality, health inequities, public health interventions, and the social determinants of health. Additionally they will have a record of accomplishments of supervision, program development, evaluation, and facilitation. They will also have a keen interest in reproductive justice.

QUALIFICATIONS:

1. Bachelor's degree in human services, public health, or related field required. Master's degree preferred.
2. Supervisory/management experience.
3. Three years professional experience, preferably in public health and/or health systems addressing health inequities.
4. Experience coordinating multi-disciplinary and multi-sector collaboration under shared management.
5. Ability to plan and coordinate special events programming.
6. Experience with program management and development, research and evaluation, community organizing, and strategic planning.
7. Demonstrated ability to facilitate complex relationships.
8. Demonstrated skill in addressing health disparities preferred.
9. Experience with grant writing and grant management preferred.
10. Must be extremely detailed oriented.
11. Must have strong communication skills, both written and verbal.

Director of Community Health

12. Ability to manage and prioritize in a demanding position and comfortability with ambiguity.
13. Ability to multitask projects, manage multiple activities and complete work within tight time lines.
14. Deep interest in reproductive justice.
15. Demonstrated ability to organize collaborative systems, follow/adjust routines, and respond to change as needed.
16. Demonstrated ability to work with people of diverse backgrounds.
17. Eagerness to learn about the range of fields that impact health equity, root causes of infant mortality, structural racism, racial equity and the social determinants of health.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

RESPONSIBILITIES:

1. Collaborate with Cradle Kalamazoo partners to guide vision and strategy, support aligned activities, establish shared measurement practices, build public will and continual engagement, and advance policies that support health equity throughout the initiative.
2. Coordinate clinical partnerships and research to support a streamlined and standardized intake and referral process to increase health equity and access to care.
3. Integrate activities, work plans, and strategies of Cradle Program Coordinators to ensure alignment and communication.
4. Foster interventions and strategies within clinical processes that incorporate community voices and engagement.
5. Monitor progress towards achieving goals and strategies including tracking and reporting grant outcomes.
6. Provide operational, partnership, and budgetary guidance for YWCA Reproductive Health Fund.
7. Develop, maintain, and evaluate program service delivery in coordination with collaborative partners and all Cradle subcommittees.
8. With appropriate staff, collaboratively develop goals, objectives and evaluation for the program within the association's strategic plan, including the development of new program components.
9. Review, recommend and oversee implementation of appropriate curricula, materials and supplies for the program.
10. Select, train, supervise and evaluate program staff (paid, volunteer, student and intern) following YWCA guidelines, policies, procedures and practices. Hold regular and periodic staff meetings and arrange professional development.
11. Manage program-operating budget through expense monitoring and tracking.
12. Be able to effectively communicate updates and necessary supports to direct supervisor as it pertains to your role.
13. Remain flexible and manage changing priorities on a continuing basis.
14. Know and adhere to Association policies, procedures and practices.
15. Represent YWCA Reproductive Health Fund among local and national partners.
16. Safeguard confidential information gained because of the position.

17. Comply with Association policy regarding required reporting of child abuse.
18. As a YWCA employee, project a positive image of the Association and its programs to the community.
19. Work cooperatively with program participants, YWCA staff, and volunteers.
20. Perform other duties as assigned.

WORKING CONDITIONS:

1. YWCA location- Cornerstone Building: 405 W Michigan Ave. Kalamazoo, MI 49007
2. Off-site location (meetings occur at Borgess, Bronson, WMed, FHC and other locations in the community); Promotional events; Networking events; Community Engagement events, etc.
3. Potential outdoor events
4. Actions: Sitting, standing, kneeling, bending, some lifting
5. **Occasionally** required to stand
6. **Occasionally** required to walk
7. **Frequently** required to sit
8. **Frequently** required to utilize hand and finger dexterity
9. **Occasionally** required to climb, balance, bend, stoop, kneel or crawl
10. **Continually** required to talk or hear
11. **Occasionally** exposed to outside weather conditions
12. While performing the duties of this job, the noise level in the work environment is usually **quiet**.
13. The employee must occasionally lift and /or move more than 20 pounds.
14. Specific vision abilities required by this job include: Close vision; Distance vision; Color vision; Peripheral vision;
15. Specialized equipment, machines, or vehicles used: Frequent driving to and from meetings in the community

TRAINING REQUIREMENTS:

1. Familiarization with YWCA Personnel Policies and Mission.
2. Appropriate training and in-service which will occur during employment.
3. Eliminating Racism Workshop, Gender Equity Training.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Opportunity Employer

ACKNOWLEDGEMENT

Employee Signature _____ Date _____

Supervisor Signature: _____ Date: _____

Director of Community Health