

**DONA ANA COUNTY  
JOB DESCRIPTION**

<b>POSITION TITLE:</b> HHS ALLIANCE FACILITATOR	<b>PAY GRADE:</b> 12
<b>DEPARTMENT:</b> HHS <b>REPORTS TO:</b> Department Manager <b>BARGAINING UNIT:</b> N/A	<b>FLSA:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt <b>LEAD:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>SUPERVISOR:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>APPROVED:</b>  Department Head	 Date
 Human Resources Director	 Date

**I. PURPOSE SUMMARY.** Under the supervision of the HHS Department Manager, works with the staff, HHS Alliance members, service providers, and the public at large to solicit broad and comprehensive input on matters affecting the health of the residents of Doña Ana County.

**II. ESSENTIAL DUTIES.**

**A. Strategic Planning**

1. Attends meetings with Department Director, Manager, and DWI Coordinator to plan and coordinate future and ongoing HHS Alliance and DWI Council projects, and provides project updates as requested.
2. Contributes to project schedules, timelines, and priorities, identifies resources and develops sequential order of project priorities as required.
3. Develops and provides input toward Alliance goals, objectives, future endeavors, pilot projects, and the Local DWI program as requested.
4. Communicates Alliance project issues, schedules, concerns, and related staff/department issues with staff and management to align Alliance and department efforts.
5. Develops and maintains a database of information provided from health related surveys, county and state reports, national studies, and other reliable sources of information to be accessed and used by the county and Alliance membership.
6. Participates in the development of written documents including quarterly reports for Local DWI program, Alliance Action Plan, and other programmatic, policy, or promotional documents.
7. Maintain records to track the work and membership of the Alliance.

**B. Meeting coordinating and member communication**

1. Leads the coordination of all Alliance related meetings and events.
2. Responsible for overseeing the development of meeting agendas, minutes, and other materials or supplies needed to facilitate general membership and committee meetings.
3. Communicates with members regularly to share information, send meeting notices, gather feedback, and generate interest.
4. Attends and facilitates meetings to monitor progress towards the accomplishment of established goals of the Alliance and to track follow up action.
5. Utilizes Robert's Rules, the Alliance guidelines, and grant requirements as needed.
6. Works with staff to identify issues to take to the Alliance and include on meeting agendas.

**C. Member recruiting and retaining**

1. Solicits members for the general membership and committees of the Alliance, to included providers; advocates; educators; consumers; law enforcement and court professionals; and colonia coalition leaders.

2. Encourages Alliance members, service providers, and community representatives to attend training opportunities, which strengthen local information and awareness of best practice in family and child health, and DWI prevention.
3. Oversees the application and orientation process for members, tracks member participation at meetings, and identifies opportunities to increase participation as needed.
4. Tracks membership and officer terms in compliance with the operating guidelines and with input from the executive committee.
5. Facilitates member and officer elections and orientation.

**D. Communicating and Reporting**

1. Represents the department and/or Alliance at local, state, or national workshops, community meetings and other functions as requested by the division manager.
2. Provides program information to the public by preparing and presenting press releases, conducting media campaigns, or maintaining program-related web sites.
3. Teaches, promotes and disseminates information and visibility for the Alliance to increase participation through information exchange with local service providers, community members, civic groups, and governmental agencies.
4. Develops and maintains cooperative working relationships with agencies and organizations interested in public health, health promotion, and DWI prevention
5. Facilitates the prompt and accurate submission of information reports or narratives as required by funding agencies and the department director.
6. Serves as liaison or participant in collaborative partnerships between the Alliance and community projects.

**III. ADDITIONAL DUTIES.** Other relevant, work-related duties as assigned.

**IV. QUALIFICATIONS.**

**1. Education.** Bachelor's Degree in Public Health, Public Administration, Social Work or a closely related field.

**2. Experience.** Two (2) years of responsible work experience in community health planning, economic development; program or strategic planning, or organizational development, community development or meeting facilitator and coordinator. Bilingual (English/Spanish) is preferred.

**3. Education/Experience substitution.** In accordance with county policy.

**4. Licenses/Certifications.** Valid unrestricted Driver's License.

**5. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).** Must pass a background check.

**1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:**

Must have knowledge of Business English, spelling, grammar and punctuation and basic arithmetic; knowledge of general computer and office practices and procedures. Must have knowledge of Health and Human Services management and service delivery; rural and under developed communities including Doña Ana County colonias; familiarity with the overall Doña Ana County population demographics; community resources and networks; and the issues faced by the communities served.

Must have skills in effective communication and delivery of U.S./Mexican Border community education. Must be able to communicate effectively in both English and Spanish. Must work independently; establishing and maintaining effective and cooperative working relationships with others in the

community, the County, and the Department by developing collaborative partnerships; facilitating meetings; and maintaining confidentiality; reading, interpreting and compiling data.

**2. FREEDOM TO ACT.**

Work is performed under general supervision of the Department Manager.

**3. GUIDELINES AND JUDGMENT.**

Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines, such as policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

**4. PHYSICAL DEMANDS.**

The employee must be able to communicate effectively both orally and in writing. The employee must be able to operate specific office equipment, and must be able to move about the work environment. The employee must have the ability to frequently move or re-position up to 10 pounds of materials or objects, occasionally, fifteen (15) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus

**5. WORK ENVIRONMENT.**

Essential duties are performed indoors the majority of the time under normal controlled temperature conditions. Work surface is even, carpeted, tiled and/or a concrete floor.

**6. SUPERVISORY RESPONSIBILITY.**

Supervises employees and activities of the Division, as assigned.

**V. EMPLOYEE ACKNOWLEDGEMENT:**

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: \_\_\_\_\_  
*Employee* *Date*

Printed name: \_\_\_\_\_  
*Employee* *Date*