

**RIVERSIDE COMMUNITY HEALTH FOUNDATION  
POSITION DESCRIPTION**

**POSITION TITLE:** Chronic Disease Program Coordinator

**REPORTS TO:** Vice President of Health Strategies | Chief Strategic Officer

**FLSA STATUS:** Exempt

**POSITION SUMMARY:** Responsible for planning, implementing, managing, and evaluating chronic disease prevention and intervention programs, collaborative and initiatives. May serve as a resource to assist individuals, other healthcare workers, or the community. Provides leadership and strategic direction for chronic disease program and activities relative to the strategic direction, visibility, and positioning of the Foundation and its leadership.

**Working Relationships:** Work directly with the Vice President of Health Strategies/CSO and in coordination with Community Outreach Coordinator, Adolescent Health Programs Coordinator, Community Dietitian, and Senior Health Educator.

**ESSENTIAL POSITION DUTIES AND RESPONSIBILITIES**

**CHRONIC DISEASE**

1. Collect and analyze data to identify community needs prior to planning, implementing, monitoring, and evaluating programs designed to encourage healthy lifestyles, policies, and environments.
2. Provide and manage chronic disease health education programs that help individuals, families, and their communities maximize and maintain healthy lifestyles.
3. Provide evidence-based educational classes, workshops and activities in the community on chronic disease topics relevant to target population.
4. Further develop chronic disease focused areas for the organization working collaboratively with outreach and education staff.
5. Responsible for developing and monitoring chronic disease budget(s), including that of RCDC.
6. Develop relationships with chronic disease organizations across the County.
7. Attend area meetings and partnerships relative to RCHF's chronic disease areas of focus.

## RIVERSIDE COMMUNITY DIABETES COLLABORATIVE

8. Provide strategic direction and facilitation for the Riverside Community Diabetes Collaborative (RCDC), including monthly meetings, providing the framework for the meetings, setting the agenda, and securing speakers.
9. Examine best practices of other diabetes/chronic-disease-focused collaborative and strategize for implementation opportunities for our own community.
10. Work with RCHF chronic disease/diabetes staff to coordinate the Together We Can diabetes wellness program including cooking classes, mini-series, prevention/management classes, support groups, and the annual seminar.
11. Coordinate November Diabetes Month events and activities to promote and increase community awareness.
12. Improve RCDC's connection to Health Care Providers/Medical Groups in order to (1) Increase systematic referral to Diabetes Self-Management Education and Resources; and (2) Identify gaps/needs.
13. Develop surveillance areas of RCDC logic model by working with the California Department of Public Health - Chronic Disease Control Branch; County of Riverside Department of Public Health Epidemiology; CDC, and RCHF Program Analyst to collect and analyze data to identify gaps and inequities in diabetes prevention and control.
14. Develop collateral materials (such as briefs and/or infographics) to share the findings with the community members, public officials, and other decision makers.
15. Responsible for maintaining communication with RCDC partner agencies, and recruit new members for RCDC including RCDC E-Blasts.
16. Responsible for maintaining the RCDC Resource Directory updated and available in print and online.
17. Responsible for maintaining database, implementing evaluation tools, and complete reports in a timely manner.

## GENERAL RESPONSIBILITIES

18. Participate in community events and fairs representing RCHF and/or RCDC.
19. Assist with identifying funding and grant writing.

## **MINIMUM QUALIFICATIONS**

Education: Bachelor's Degree in public health, community health education, or related field; Master's Degree preferred;

Licensure Requirements: Certified Health Education Specialist (CHES) or Certified in Public Health (CPH) preferred.

Experience: Three years post bachelors experience in health promotion and community health education.

### Knowledge & Skills:

- Ability to implement professional and community based education programs
- Excellent written and verbal communication skills preferably with work experience involving community organizations, private businesses, and public agencies.
- High degree of organization.
- Must be autonomous and team-oriented.
- Demonstrated ability to provide leadership and analysis of health education needs for various target populations.
- Demonstrated knowledge and application of health education, behavior change, and population-based theories and models.
- Demonstrated knowledge and application of evidence-informed health education programs and initiatives.
- Ability to develop a strong, cost-effective, evidence-based, data-driven health education program based on relevant, measurable, and practical health and behavior outcomes.
- Commitment to diversity, social justice, and cultural competence and the ability to work in and understand the needs of diverse, multicultural populations
- Ability to develop and conduct health education presentations on various topics
- Possession of problem solving, decision making and critical thinking skills
- Ability to manage and prioritize multiple tasks
- Ability to effectively interact with a diverse community population
- Ability to work independently with minimal supervision; self-motivated
- Possession of high degree of organizational skills
- Possession of good verbal and written communication skills
- Ability to maintain poise and exercise diplomacy in contacts with partners, visitors, and fellow workers
- Proficiency in operation of various office machines and computer software programs
- Ability to set goals and to work toward meeting those goals in an organized manner
- Ability to maintain the highest level of confidentiality in all work assigned
- Ability to read, write, speak and communicate in English
- Ability to present a professional appearance both in dress and demeanor
- Ability to follow directions

\_\_\_\_\_  
President/CEO

\_\_\_\_\_  
Date

I have carefully read and understand this job description. In addition, I can state for the record that I am able to perform all job requirements as listed.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date