



# Macon County Health Department

## Job Opening

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Job Title:	Level 9 Health Equity, Diversity, and Inclusion Coordinator
Division:	Health Promotion and Public Relations
Minimum Qualifications:	<p>Minimum of Bachelor's Degree in diversity, health equity, health care administration, public administration, public health, health education, nursing, social work, or related field required. Thorough understanding of health equity, diversity, and inclusion principles, practices, and procedure strongly preferred. Experience with public relations, public-speaking, writing, and marketing preferred. Must have the ability to work flexible hours as needed including evenings and/or weekends. Teamwork and professionalism a must.</p> <p>Extensive computer experience required. Must have excellent organizational, decision-making, and communication skills and the ability to handle stress and prioritize tasks. Must have the ability to provide leadership and coach and mentor others. Must have strong interpersonal skills to listen and respond to employee concerns; inquiries and complaints from clients, regulatory agencies, and/or members of the community. Must have the ability to communicate with a variety of personalities and communication styles. Must have the ability to communicate effectively both orally and in writing and present ideas and concepts to individuals, boards, committees, and employees. Must have the ability to plan, organize, and prioritize multiple work assignments and projects and manage stress. Must have the ability to independently facilitate work output and interpret agency policies to staff, as well as professionally direct and coordinate the activities of assigned staff. Must have knowledge of funding sources, grant writing, and fiscal operations. Must be able to establish and maintain effective working relationships with the general public, customers, community leaders, members of professional organizations, and government officials. Must be able to maintain strict confidentiality at all times. Must have the ability to work with diverse community groups.</p> <p>Must have the ability to work flexible hours as needed, including evenings and/or weekends. Must have a dependable vehicle for use during work hours, valid Illinois Driver's License, and appropriate auto insurance. Requires an individual be physically able to meet the demands of the job including bending, squatting, lifting up to 25 pounds, and assisting with holding during immunizations. Must be physically able to get in and out of car many times per day in all types of weather and be able to adapt in a positive manner to various client living conditions.</p>
Summary of Job Duties:	<p>Coordinates strategic design, development, management, communication, implementation, and evaluation of key diversity, equity, and inclusivity-related policies, programs and partnerships, as well as lead initiatives focusing on social determinants of health. Provides coaching and mentorship to all staff for these initiatives. Develop coaching strategies; implement dialogues that address specific concerns and issues; and oversee resolution of conflicts/disputes relating to diversity and inclusion. Reviews current practices and policies, assessing and analyzing the extent to which they support or hinder the company's goals relating to health equity, diversity, and inclusion. Identifies health inequities and gaps in services and accessibility. Develop strategies to address these inequities effectively. Drafts and implements recruiting and hiring strategies to attract employees from diverse background. Provides supplementary guidance and efforts in public and community relations; health education; and internal communications through a lens focusing on health equity, diversity, and inclusion.</p>

Works with senior level management to assess company efforts on diversity and inclusion, establish best practices, and identify programs to remove barriers that affect staff retention and advancement. Develops key performance indicators (KPIs) and survey instruments to measure effectiveness of and satisfaction with initiatives. Assists with staff and volunteer training at the Macon County Health Department (MCHD). Maintains knowledge of health equity-, diversity-, and inclusion-related issues, legislation, and best practices. Attends workshops, conference trainings, and webinars as needed. Performs other duties as assigned by Supervisor(s).

How to Apply:

Applications can be picked up at the Macon County Health Department Front Desk at 1221 E. Condit, Decatur, Illinois, or you can go to our website, [www.maconchd.org](http://www.maconchd.org) to print a copy of the application. Completed applications should be submitted to Macon County Health Department Attention: HR at 1221 E. Condit, Decatur, Illinois, 62521 or emailed to [hr@maconchd.org](mailto:hr@maconchd.org)

***The Macon County Health Department is an Equal Opportunity Employer and Drug Free Workplace.***