



Job Title:	Live Well Crawford County Director	Job Category:	Community Development
Department/Group:	Crawford County Health Department	Job Code/ Req#:	Full time
Location:	Crawford County Court House	Travel Required:	Some
Level/Salary Range:	\$20.00/ hour	Position Type:	Three years
HR Contact:	Charli Stroud	Date posted:	Click here to enter a date.
Will Train Applicant(s):	Will train as required. Prior experience preferred.	Posting Expires:	Click here to enter a date.
External posting URL:	www.crawfordcountykansas.org		
Internal posting URL:	N/A		
Applications Accepted By:			
FAX OR E-MAIL: (620) 231-235-7115 or jgoedeke@crawfordco.org Attention: Janis Goedeke		MAIL: Crawford County Health Department Attn: Health Officer 410 E Atkinson Pittsburg, KS 66762	
Position Summary and Job Description			
<p>The Live Well Crawford County Director will coordinate grant action plans, grant reporting and support policy, environment and systems changes which positively impact the health and economic status of Crawford County residents. The Live Well Crawford County Director will provide leadership for writing grants which will support those policies, environment and systems changes.</p> <ol style="list-style-type: none"> 1. Oversee BCBSKS Pathways (http://www.bcbsks.com/Pathways/) objectives throughout the grant cycle. 2. Function as Environmental Strategies Coordinator for the Public Health Actions for Prevention (1422) grant. This includes collaborating with the PHAP Project Manager and Project Coordinator. 3. Provide public relations/communications with other agencies, community partners, and media regarding Live Well Crawford County activities. 4. Perform specific outreach activities and presentations related to the work of Live Well Crawford County/Public Health Actions for Prevention (1422). 5. Attend various coalition meetings, city council meetings, area Chamber of Commerce meetings and others that will help move the objectives of Live Well Crawford County/Public Health Actions for Prevention (1422) forward. 6. Work with Live Well Crawford County's Communication Specialist to maintain website, 			



social media, print media, TV and radio.

7. Implement evidence based, research-informed engagement strategies to increase awareness of and support for policies and practices that promote systems, policies and environments changes that enhance health and economic status.
8. Provide leadership with grant applications and the development of grant reports to meet requirements of designated grants. Attend grant program meetings as required. Prepare grant reports as requested by grantor.
9. Provide communications to all Live Well Crawford County membership regarding upcoming meetings, opportunities and to mobilize our citizens as needed.
10. Provide leadership for Crawford County Active Transportation Advisory Board and active transportation infrastructure projects with county and city governments.

EDUCATIONAL QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree in related field preferred
- 1-3 years' experience in community engagement and facilitation work. Experience may be substituted for education.
- Experience as a grant writer preferred

KNOWLEDGE, SKILLS AND REQUIREMENTS

1. Working knowledge of community coalition development.
2. Skills to engage community partners
3. Excellent facilitation skills and experience
4. Ability to communicate clearly and effectively, both orally and in writing.
5. A general understanding of the social ecological model for health Experience with computer (Word, Excel, PowerPoint, email, Social Media, Constant Contact, etc.)

STANDARD RESPONSIBILITIES

Behavior Standard: Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers and management.

1. Comply with all countywide and departmental policies and procedures.
2. Coordinate with other agencies and institutions, particularly in the development and process of special projects.
3. Perform community engagement as needed on behalf of the agency.
4. Provide direct services if needed in program areas.
5. Represent the agency on occasions at local or state meetings or events.
6. Keep Crawford County Health Department and Live Well Executive Team informed appropriately, regarding unusual or significant matters.



7. Operate all job related machinery, equipment, tools and other aids as needed in the performance of job functions.
8. Other duties as assigned.

ACCOUNTABILITY

1. Responsibilities include developing programs and maintaining statistics for each grant objective/goal and documenting services.
2. Monitoring project progress by tracking key process and outcome indicators. Ensuring project compliance and communicate progress to community and other stakeholders, including project funders, through the development of complete, accurate reports in compliance with project terms.
3. Reporting grants applied for and received.

SPECIAL REQUIREMENTS THAT MAY APPLY:

* Some travel will be required.

INITIAL FUNDING :

Startup funding for this position will come from the BCBSKS Pathways to Healthy Kansas and the Public Health Actions for Prevention (1422) grant. The position will be fully funded with existing grants in years one and two and partially funded in year 3. The hope is that by year 3, a continuation of the Public Health Actions for Prevention (1422) grant will be available or Live Well Crawford County will be successful in obtaining other grants to support the position. There is also the possibility that the County Commissioners will see the benefit of transitioning the position to economic development that will be funded by successful grant writing.

Employee Signature Date

Live Well Crawford County Chair Signature (or designee) Date

Reviewed By:	Janis Goedeke	Date:	8/18/2016
Approved By:	Jim Emerson	Date:	August 18, 2016
Last Updated By:	Janis Goedeke	Date/Time:	August 18, 2016