

**HIV Special Projects Division, NuCara Pharmacy
Health and Racial Equity Coordinator
Job Description**

Title: Health and Racial Equity Coordinator HIV Special Projects Division

FLSA: Non-Exempt

Date: May 2020

Reports to: HIV Special Projects Manager

PURPOSE OF POSITION

This position will have primary responsibility for developing, implementing and supporting a framework to build capacity so that 1.) the Bureau of HIV, STD, and Hepatitis will be a highly effective entity that operates with health and racial equity as a guiding principle; and 2.) the work of the Bureau and its subrecipients will produce HIV, STD, and Hepatitis health outcomes in Iowa that are not determined by race, class, gender, or other social status.

JOB DESCRIPTION SUMMARY

Work involves strengthening staff and organizational capacity both within the Bureau of HIV, STD, and Hepatitis as well as with the Bureau's external partners to address health and racial inequities by creating measurable health and racial equity goals that align with the state-wide strategic plan; assessing, evaluating and continually reporting on progress toward equity goals; developing internal and external competency in health and racial equity knowledge, skills and application; developing and disseminating resources to support the implementation of a systematic process for recruitment, hiring, promotion, and retention through an equity framework; and building and sustaining relationships that advance racial equity initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collaborate with a variety of internal and external stakeholders to develop and implement a community-driven health equity strategic plan.
- Serve as a point of entry for the Bureau's efforts to engage with marginalized communities and advance its role and function in forging authentic community connections.
- Identify and advocate for the interests of under-represented communities, especially people of color, when planning, implementing, adapting and evaluating public health programs and policies.
- Provide technical expertise, project management, and leadership related to health and racial equity within the Bureau of HIV, STD, and Hepatitis.
- Provide technical assistance and consultation to Ryan White and CDC sub-recipients in designing programs that drive health equity, address stigma, and improve social determinants of health.

- Create a comprehensive set of health equity capacity building tools and resources that will be shared internally and externally with local partners and organizations.
- Foster a bureau-wide culture of centering policies, procedures, and practices that are aligned with principles of health and racial equity.
- Collaborate with, leverage the skills of, influence and support staff and managers across the organization using change-management strategies as needed across all areas of responsibility. Use a data-driven approach to align health equity strategies with the overall strategic priorities of the Bureau.
- Using a health equity lens, work collaboratively with the Bureau's program's managers and evaluators in assessing the progress and outcomes of community programs and services.
- Contribute to the development of communication plans and review related materials using a health and racial equity lens.
- Establish a continuous health and racial equity monitoring, reporting, communication and evaluation system. Regularly report the status of equity efforts and impacts.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- A four-year degree and two years of progressively responsible work experience related to public health, health policy, social work, health education and/or health and racial equity are preferred. (Master's degree in public health, public policy, health education or related field preferred, but not required.)
- Ability to examine and address own biases and beliefs and demonstrate cultural humility.
- Demonstrated ability to work with people and groups from a wide variety of backgrounds and across differences in race, culture, nationality, age, gender, sexual orientation, values, beliefs, learning styles, and literacy levels.
- Knowledge of collaborative and community-driven strategic planning processes that engage members of marginalized communities in the work and goals of the Bureau of HIV, STD, and Hepatitis.
- Ability to develop rapport and manage relationships with multidisciplinary personnel, programs, and partners.
- Knowledge of public health practice and policy, community engagement principles, social and economic determinants of health, and drivers of health and racial equity.

- Knowledge of HIV, STDs, and Hepatitis is preferred, especially as they disproportionately impact marginalized populations.
- Ability to conduct effective meetings, facilitate group processes, and manage group dynamics.
- Demonstrated ability to analyze data, facts or other information, draw logical evidence-based conclusions, and organize and present the information effectively.
- Knowledge of adult learning principles and their application to developing resources and providing technical assistance and training.
- Skills in interest-based communication, including emotional intelligence, conflict mediation, and effectively giving and receiving feedback.
- Experience working with policy, systems or structural change at the local, state or federal level.
- Skills in strong organizational and project management, including the ability to plan, organize, prioritize, implement and evaluate work and to manage time and simultaneous tasks to meet multiple competing deadlines.
- Demonstrated effectiveness in spoken and written modes of communication.
- Ability to work independently and as part of a team.
- Ability to quickly gain fluency in Microsoft Office and G-Suite (google apps).
- Must possess a valid driver's license and reliable transportation to travel between locations and throughout the state of Iowa. Occasional overnight and weekend travel outside of the state may also be required.

Benefits:

Full-time positions offer a competitive benefits package including health insurance, dental insurance, vision insurance, life insurance, 401k match, and a paid-time-off plan.

Company Information:

HIV Special Projects is a division of NuCara Pharmacy, a contractor through the Iowa Department of Public Health. This position will work closely with staff members of the Iowa Department of Public Health's Bureau of HIV, STD, and Hepatitis.

Job Type: Full-time