

**Williamson County & Cities Health District**  
**Operations Team**  
**Project Specialist I (Williamson County)**  
**Job Description**

Under the direct supervision of the Project Coordinator of WilCo Wellness Alliance, the Project Specialist will perform moderately complex work. The Project Specialist is responsible for building and maintaining positive relationships with organizations, governmental entities, and the public. Work involves planning, developing, and implementing projects in Williamson County communities, facilitating meetings, and providing consultative services and technical assistance to coalition members, community organizations, and the general public. Ensure compliance with *Transforming Texas: Healthy People in Healthy Community* grant requirements. Coordinating, developing, and implementing trainings for Williamson County in order to improve the health of the community and promote and protect the health of individuals and families. This position works under moderate supervision with limited latitude for the use of initiative and independent judgment.

**Duties, Functions and Responsibilities:**

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

Each WCCHD employee's job description lists the specific tasks to be accomplished by the position the employee is filling at WCCHD. The WCCHD Employee Responsibilities are a set of general expectations for employees about how they should work with each other and the public we serve. Each employee must sign an acknowledgement that they have been informed, understand, and agree to abide by these expectations. Violations of these responsibilities may lead to implementation of WCCHD's disciplinary procedures.

**(50%) Project Management and Coordination**

- Responsible for planning, implementing, coordinating, monitoring, and evaluating coalition activities in Williamson County communities
- Research evidence-based and promising practice interventions for policy, systems, and environmental change strategies
- Maintains monthly and quarterly program reports as required
- Participate in the collection of data as it relates community assessment
- Coordinate and co-facilitate Williamson County coalition and steering group meetings
- Participate in monthly *Transforming Texas* conference calls and webinars
- Provide consultative services and technical assistance to coalition members
- Serve as a liaison to staff and the public to assist in explaining the Williamson County coalition and initiatives
- Works collaboratively with community agencies to disseminate information about needs and resources
- Identify and recruit community members and stakeholders needed for the Williamson County coalition and steering group activities
- Meet with community partners to identify needs and develop plan to address
- Update community action plan revisions and submit as needed
- Assist with the recruitment, selection and supervision of university interns and volunteers
- Work with *Transforming Texas* team to ensure compliance of objectives and activities
- Meet with Project Coordinator and *Transforming Texas* Team regularly to provide recommendations, updates, and development of priority plans for strategic directions

- Participate in the local accreditation process, specifically with the community health assessment/community health improvement process
- Assist with Community Health Improvement Committee meetings
- Assist with the development of the Community Health Improvement Plan (CHIP)

### **(25%) Outreach**

- Participate in community outreach efforts as required, including group presentations
- Coordinates and attends outreach events to provide information on Williamson County coalition activities
- Provide presentations to local community organizations including schools, healthcare organizations, worksites, and nonprofits to promote Williamson County coalition activities
- Works cooperatively with other Williamson County coalition members and WCCHD programs to provide outreach services as requested, and participate in identification and interpretation of health needs in the community

### **(25%) Quality Assurance/Quality Improvement**

- Participates in developing, monitoring and tracking outcome measures for *Transforming Texas* grant
- Participates in site reviews conducted by the Department of State Health Services with grant program under review
- Continuously evaluates Williamson County coalition activities, submitting recommendations for improvement to the Project Coordinator
- May serve on a committee or workgroup

### **Other duties as assigned**

In the event of a public health emergency, employees may be called upon to support WCCHD's response in ways that are outside the usual scope of their job responsibilities. This may involve working hours that are outside the employee's usual work hours. Employees will not be required to perform duties that are outside of their competence or professional licensure.

### **Education and/or Equivalent Experience:**

Graduation from an accredited four-year college or university and with major course work in health education, public affairs, or public health. Experience in coalition/capacity building and project development. Masters level program and/or Certified Health Education Specialist preferred. Experience and education may be substituted for one another.

### **Knowledge, Skills and Abilities**

Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed without posing a direct threat to the health or safety of themselves or others.

- Knowledge in chronic disease and risk factors
- Knowledge of program management processes and techniques
- Skill in public speaking
- Strong presentation skills
- Skills in Microsoft Office Professional including but not limited to Word, PowerPoint, Excel, Publisher
- Skill in preparing concise reports and in adapting report to various educational levels
- Skill in facilitating meetings and groups and in directing planning processes
- Skill in the selection, adaptation, application and evaluation of intervention techniques

- Skill in maximizing resources; time and work accountability with punctuality; and compliance with all paperwork systems and submission deadlines
- Ability to gather, assemble, correlate, and analyze facts
- Ability to research and prepare information
- Ability to devise solutions to problems
- Ability to develop and evaluate goals, objectives, policies, and procedures
- Ability to communicate effectively, verbally and written
- Ability to provide effective customer service
- Ability to work in a team
- Ability to be self motivated, confident, energetic, and creative
- Ability to train others
- Ability to work under stress
- Ability to prioritize activities and manage multiple responsibilities
- Ability to work in a collaborative manner
- Ability to travel as required
- Maintain current driver's license and own auto liability insurance

**Environmental Factors**

Works mostly in a well-lighted, air-conditioned office. May work in various WCCHD offices around Williamson County and in a variety of community locations. Extensive contact with the public. May have contact with the public who might be infected with contagious diseases. Will adhere to immunization requirements when applicable. Work may require occasional early morning, evening, weekend and/or holiday hours. Tobacco-free workplace.

**Number and Type of Positions Supervised by this Position: 0**

**Name of Immediate Supervisor:** Melissa Cammack, MS, CHES, Project Coordinator of WilCo Wellness Alliance

**Work Assignment Location and Hours:** Location—Headquartered at the Round Rock Public Health Center (211 Commerce Blvd, Round Rock, TX 78664) and will also work at the Taylor Public Health Center (115 W. 6<sup>th</sup> Street, Taylor, TX 76574). Hours—generally 8:00 a.m. – 5:00 p.m. Monday – Friday. Work may require occasional early morning, evening, weekend or holiday hours. May require occasional overnight travel. Extended hours may be required in event of public health emergency.

These job responsibilities have been reviewed with me by my supervisor and I agree that they accurately reflect my current assignment. I acknowledge that these responsibilities may change over time to accomplish the work of the Health District and that I may be required to assume other responsibilities in time of public health emergencies.

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Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Director of Operations Signature  
(if not the direct supervisor)

\_\_\_\_\_  
Date