

Appendix G1: NDHHS Community Liaison Job Description

JOB ANNOUNCEMENT

Community Liaison

North Dakota Department of Health & Human Services

Starting Salary: \$25-\$28/month

Closing Date: January 13, 2023

Location: Statewide/Telework

Status: Full-time/Temporary

Position Number: 00030958

Type of Recruitment: Internal/External

Date of Issue: December 29, 2022

Unit: Community Engagement

Summary of Work:

The primary purpose of this position is to assist the North Dakota Department of Health & Human Services Community Engagement Unit to increase education and awareness around health issues for the New American, foreign born, Immigrant (NFI) Population.

Responsibilities include:

ADVANCING ORGANIZATIONAL EQUITY

TOOLKIT

- Act as a liaison to HHS on NFI health needs and concerns.
- Provide education and awareness to North Dakota's NFI populations on COVID-19 and other health issues.
- Provide education on the safety and importance of vaccinations to North Dakota's NFI populations.
- Assist the Community Engagement & Immunization Coordinator in developing vaccine messaging to each individual NFI community.
- Work with the Community Engagement Unit and community partners to determine NFI needs relating to COVID-19.
- Assist in the activity efforts specific to NFI in the Community Engagement Unit's Special Populations COVID-19 Strategic Plan.
- Provide education and awareness on chronic and infectious diseases to NFI communities.
- Other health equity duties as needed and/or requested.
- Frequent travel, especially to the western part of the state (Dickinson, Williston, and Watford City) to work with NFI in these communities

Minimum Qualifications:

Bachelor's degree in community health, public health, biology, nursing, epidemiology or a related field and two years of professional related work experience.

Excellent written and oral communication skills along with outstanding interpersonal skills, cultural sensitivity, and the ability to lead through conflict are essential. Proficiency in Microsoft Office programs is required.

Individuals must have a valid driver's license or have the ability to travel from one location to another within the state on their own.

Preference will also be given to qualified applicants with:

- Experience working with diverse populations and settings in a manner that builds trust and supports increased collaboration and partnerships.
- Familiarity and experience with underserved groups and an understanding of culturally and linguistically appropriate services.

- Experience working with multiple New American/Foreign Born/Immigrant populations in North Dakota.
- Knowledge of the principles and practices of management, including planning, organizing, directing, motivating and decision making.
- Experience working with the recent COVID-19 response.
- Experience working in health settings.
- Knowledge of infectious and chronic diseases.
- Proficiency in Spanish, or another language common among NFI populations in North Dakota, such as Somali, Arabic, or Nepali.
- Knowledge of cultural differences impacting health of NFI populations in North Dakota.

This position is classified as temporary but is considered long-term temporary, at least five years depending on federal funding.

Temporary employees who work more than 30 hours per week are eligible for health insurance, retirement, and life insurance, but not other state benefits.

Preference will be given to applicants who live within a 50-mile radius of the North Dakota border.

An Equal Opportunity Employer