# HEALTH LITERACY PROJECT DIRECTOR CITY OF VICKSBURG

**JOB DESCRIPTION**

**Job Title: Health Literacy Project Director Department: Administration**

**Reports to: Mayor FLSA Status: Exempt Approved by: GF/FS Approval date: 7/2/2021**

**Job Summary**

The City of Vicksburg (COV) is the recipient of a two (2) year grant awarded by the Department of Health and Human Services (DHHS) entitled “COVID-19 Health literacy, Accessibility, Management, Prevention, Intervention, Outcomes, and New Skills (CHAMPION) for Equitable Communities”. The Health Literacy Project Director will serve as the primary health communication and health literacy resource for the City of Vicksburg for the two (2) year duration of the CHAMPION grant. The Director provides advice, technical assistance, and leadership in planning, developing, and evaluating health literacy strategies and interventions directed toward a broad audience including health and social service professionals, literacy professionals and healthcare consumers. The Director supervises additional staff as determined necessary and will work with partner affiliates from Jackson State University (JSU) and Jackson-Hinds Comprehensive Health Center (JHCHC) to implement the grant.

Under the general direction of the Office of the Mayor, City of Vicksburg, the Director will contribute to the development of content and strategy to drive community engagement and support population health behavior change. The Director will play an instrumental role in planning, writing, testing, and implementing health literacy interventions for various vulnerable populations in the City of Vicksburg and surrounding areas in Warren County, and Federal reporting as outlined in the grant.

# Essential Duties and Responsibilities

* Plan and deliver high quality, customized health literacy training for professionals in health care, health insurance and social service organizations regarding COVID-19.
* Increase awareness among professionals and the public on health literacy through the preparation and delivery of presentations to groups and conferences regarding COVID-19.
* Provide oversight for the development of community health education programs and materials to meet goals as outlined in the grant application.
* Ensure and provide oversight for monitoring the activities of sub-grantees and evaluation of grant-based activities.
* Provide health literacy information and support for Literacy member agencies.
* Provide oversight for the information posted on the City of Vicksburg’s website, Facebook page and other social media regarding the activities of the “Project COVID-19 Health literacy, Accessibility, Management, Prevention, Intervention, Outcomes, and New Skills (CHAMPIONS) for Equitable Communities”.
* Identify and maintain relationships with outside organizations and individuals with the potential to impact the Health Literacy’s success.
* Supervise health literacy professional staff.
* Represents the City of Vicksburg’s Health Literacy Program when deemed necessary by the Mayor.
* Performs other duties as assigned.

# Essential Duties and Responsibilities (General)

Planning, developing, implementing, and evaluating health literacy interventions and strategies, including developing, directing and marketing health literacy services

Communications, public relations and awareness-building Grant management, evaluation, and reporting

Develop job descriptions, Interviewing, hiring, and training employees

Assigning and directing work, appraising performance, rewarding, and disciplining employees; addressing complaints and resolving problems

Provide routine reporting and implementation updates regarding the grant to the Mayor

# Education

A master’s degree from an accredited college or university (preferred). Major course work in health

communications, health literacy, public health or a related field.

# Qualifications and/or Experience

Experience in a health care environment and knowledge of health care organizations is strongly preferred.

Prior experience in Federal grant management and familiarity with grant funding regulations, requirements, and audits

Proven success in public speaking and understanding of adult education principles and techniques Strong writing, research, and leadership skills.

Project management and planning experience, including strong organizational skills, attention to detail and problem-solving abilities.

# Certificates, Licenses, Registrations

Must possess and maintain a valid driver’s license