



# Workforce Development Coordinator

Carroll County  
Health Center  
502-732-6641

Gallatin County  
Health Center  
859-567-2844



60 Old Monterey Rd  
Owenton, KY 40359  
P: 502-484-3412  
F: 502-484-0864  
[www.trdhd.com](http://www.trdhd.com)

Owen County  
Health Center  
502-484-5736

Pendleton County  
Health Center  
859-654-6985



**TITLE:** Workforce Development Coordinator

**Summary:**

The Three Rivers District Health Department’s vision is to build ALL ONE TEAM so everyone in our counties can live their best life. Our dedicated and mission-driven team enjoy excellent benefits and work/life programs, a superior retirement package, and the opportunity to improve the health of their community through their work. The Three Rivers District Health Department has achieved Public Health Accreditation Board (PHAB) accreditation, distinguishing us as a top health department, and our agency prides itself on providing a diverse and inclusive work environment with opportunities to grow and develop professionally.

**Location:**

District Office (Owen, County)

**Definition:**

Workforce development services are essential to the operation of the Health Department. It focuses on the improvement of activities that advance the recruitment, education, training, retention, and preparedness of the health department staff.

**DUTIES and RESPONSIBILITIES**

Under supervision, provides multiple workforce development services in support of an organization. Responsible for recruitment and retention strategies, onboarding, enhancing training, staff meeting planning, morale team, exit interviews, position descriptions, and maintains the workforce development plan. The Workforce Development Coordinator will perform the following duties:

- **Onboarding and Training:** Implements systems for managing staff benefits and onboarding/training new employees. Provides management with information or training related to interviewing, performance appraisals, counseling techniques, or documentation of performance issues.
- **Recruiting:** Responsible for sourcing, evaluating, and referring quality candidates for positions throughout Three Rivers District Health Department. Supports organizations commitment to equal employment opportunities and the development of a diverse workforce. Works to source candidates using innovative techniques to increase number of qualified candidates. Analyzes the information provided by prospective applicants to determine the suitability of employment and makes referrals. Develops recruitment strategies. Establishes creative and cost-effective recruiting sourcing and networking

Carroll County  
Health Center  
502-732-6641

Gallatin County  
Health Center  
859-567-2844



60 Old Monterey Rd  
Owenton, KY 40359  
P: 502-484-3412  
F: 502-484-0864  
www.trdhd.com

Owen County  
Health Center  
502-484-5736

Pendleton County  
Health Center  
859-654-6985



activities to actively attract candidates for all types and levels of positions within the organizations. Searches for candidates who match relevant job criteria using computer databases, networking, inter recruiting resources, media, recruiting vendors, job fairs, college recruiting, and employee referrals; goes beyond the traditional job boards/postings to generate qualified candidates. Attends targeted job/career fairs and other recruiting events as part of a larger strategy to generate qualified applicants.

- **Workforce Development Strategy:** Contributes to organizational strategy and workforce development plans. Prepares personnel forecast to project employment needs. Assesses existing workforce and determines gaps. Works to build training plans. Designs career ladders and succession plans.
- **Diversity, Equity, and Inclusion:** Leads efforts to ensure an equitable, inclusive, and diverse work environment. Builds workplace diversity and inclusion programs such as affinity groups. Ensures diversity, equity, and inclusion is considered in hiring process, onboarding, and compensation equity.
- **Quality Assurance/Training:** Participates in all necessary training to ensure understanding of and adherence to model elements. Participates in quality assurance programs for continuity and improvement of the workforce. Seeks out and attends training sessions and/or continuing education classes as needed.
- **Internal and External Collaboration:** Participates in team meetings, as well as various inter-Department and intra-Department teams, to ensure continuity and consistency in service delivery as defined by protocols, procedures, grants, and program standards. Collaborates with other public health professionals in the development of population-based community assessments, public health messaging, community engagement,
- **(Required for all Positions) Public Health Emergency Response:** Participates in preparedness exercises and emergency responses.
- **(Required for all Positions) Accountability/Reporting:** Practices with professionalism and accountability as an employee of the local health department by reporting any issues of significance that need to be addressed to appropriate supervisor/manager/director; Adheres to attendance and punctuality policies; Prioritizes work to provide for the greatest level of efficiency and production; Practices fiscal responsibility through timely and correct paperwork.
- **(Required for all Positions) Process Excellence, QI, Strategic Planning and TRDHD evaluation process:** Actively participates in the evaluation process of co-workers as needed; Actively participates in the TRDHD self-evaluation process; Actively participates in the ALL ONE TEAM and Process Excellence meetings and completes tasks related to the TRDHD strategic plan as well as personal/professional development; participates in the accreditation process; consistently fosters a nurturing work environment.

Carroll County  
Health Center  
502-732-6641

Gallatin County  
Health Center  
859-567-2844



60 Old Monterey Rd  
Owenton, KY 40359  
P: 502-484-3412  
F: 502-484-0864  
www.trdhd.com

Owen County  
Health Center  
502-484-5736

Pendleton County  
Health Center  
859-654-6985



## Qualifications/Requirements

**Minimum Qualifications:** Passionate about developing a workforce. The ability to plan and prioritize tasks. The ability to work respectfully within a team environment. Bachelor's degree required.

**Abilities:** Ability to coordinate numerous demands simultaneously to successful completion. Ability to work with a diverse team in a multi-disciplinary setting. Ability to establish effective working relationships with persons of varied backgrounds. Ability to maintain confidentiality. Ability to be self-motivated to plan, organize, and complete work accurately and on time with little direct supervision. Ability and willingness to follow safe working practices and procedures. Has a genuine desire to help others, especially those in need. Derives satisfaction from serving others. Treats all people with respect.

**Licenses/Certifications:** Possession of a valid driver's license is required prior to employment.

**Physical Requirements:** This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. Desk and workspaces are able to accommodate a wheelchair. The potential for dealing with dissatisfied or angry customers exists, requiring skills in conflict resolution. The office will be set up to provide personal safety, including social distancing, screening, sanitation, disinfection, and masks. Some travel is required, and is typically local or regional, to meet with clients, conduct business, or attend or provide training. When public health responds to an emergency you may be assigned duties that are outside your regular job description. This may involve responding at any time, including nights and weekends, with possible deployment to locations other than the department.

Carroll County  
Health Center  
502-732-6641

Gallatin County  
Health Center  
859-567-2844



60 Old Monterey Rd  
Owenton, KY 40359  
P: 502-484-3412  
F: 502-484-0864  
www.trdhd.com

Owen County  
Health Center  
502-484-5736

Pendleton County  
Health Center  
859-654-6985



## SALARY and BENEFITS

Our benefits make Three Rivers District Health Department an exceptional place to work. We provide a comprehensive benefits package, including:

- 11.5 paid holidays;
- 3.5 hours sick time per pay period;
- 3.5 hours vacation time per pay period first 5 years of service (increasing with each additional 5 years of service);
- Medical coverage;
- Optional dental and vision coverage;
- Life insurance;
- Company vehicle;
- Training, development, and promotional opportunities
- Flexible work hours or telework options;
- 37.5-hour work week, occasional weekend assignments with flexible/telework options;
- Paid overtime or compensation time;
- Guaranteed pension plan, via KPPA Retirement System
- Public Service Loan Forgiveness Program for eligible workers;
- Commitment to diversity, inclusion, equity, and welcoming environment.

### PUBLIC HEALTH CORE COMPETENCIES, LEVEL 2 (LIST)

Job Specific Competencies Descriptions of each competency can be found at:

[https://www.pfh.org/programs/corecompetencies/Pages/Core\\_Competerencies\\_Domains.asp](https://www.pfh.org/programs/corecompetencies/Pages/Core_Competerencies_Domains.asp)  
[x](#)

### SOURCES

Core Competencies for Public Health Professionals:

[http://www.pfh.org/resourcestools/Pages/Core\\_Public\\_Health\\_Competerencies.aspx](http://www.pfh.org/resourcestools/Pages/Core_Public_Health_Competerencies.aspx)

*This project is supported in part by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under grant number UB6HP31684 Public Health Training Centers (\$924,899) at the University of Michigan, as well as the Center for Public Health Systems at the University of Minnesota School of Public Health. This information or content and conclusions are those of the author and should not be construed as*

Carroll County  
Health Center  
502-732-6641

Gallatin County  
Health Center  
859-567-2844



60 Old Monterey Rd  
Owenton, KY 40359  
P: 502-484-3412  
F: 502-484-0864  
www.trdhd.com

Owen County  
Health Center  
502-484-5736

Pendleton County  
Health Center  
859-654-6985



*the official position or policy of, nor should any endorsements be inferred by HRSA, HHS, or the U.S. Government.*

*These descriptions are not meant to replace the guidance of your human resources or civil service department, nor do they replace a thorough job analysis with specific information on the percentage time spent on different tasks. They are not meant as legally binding documents and are not meant to include information which may be specific to a particular agency with regard to probationary periods, union contracts, exempt vs. non-exempt positions, specific state or local regulations regarding the hiring of public health professionals, public health department accreditation, disability accommodations, or Americans with Disabilities Act requirements.*

Carroll County  
Health Center  
502-732-6641

Gallatin County  
Health Center  
859-567-2844



60 Old Monterey Rd  
Owenton, KY 40359  
P: 502-484-3412  
F: 502-484-0864  
www.trdhd.com

Owen County  
Health Center  
502-484-5736

Pendleton County  
Health Center  
859-654-6985