



URBAN INDIAN CENTER OF SALT LAKE

120 West 1300 South
Salt Lake City, Utah 84115
Phone: (801) 486-4877
Fax: (801) 486-9943
www.uicsl.org

POSITION DESCRIPTION: HEALTH EQUITY COORDINATOR

Division:	Community Health Services (CHS)	Supervisor:	Community Health Services Director
Job Code:	CHS-005	Classification:	FT, Non-Exempt
Wage Scale:	NE-9 (\$48,031 to \$65,462)	Effective Date:	9/20/2022
Hours/week:	40+	Revised Date:	9/20/2022

PROGRAM PURPOSE

The Urban Indian Center of Salt Lake (UICSL) is dedicated to our Mission of SERVING THE PEOPLE BY HONORING NATIVE CULTURES, STRENGTHENING HEALTH & WELLNESS PROGRAMS, & CULTIVATING COMMUNITY.

UNIFORM PERFORMANCE EXPECTATIONS

In performance of their respective responsibilities, all employees of the UICSL and our affiliates must rise to the level of expectations in which they:

- Fully uphold all principles of confidentiality and patient/client care.
- Adhere to the Standards of Conduct for UICSL, and all professional and ethical standards for the healthcare industry and/or their respective area(s) of expertise.
- Interact in an honest, trustworthy, and dependable manner with patients/clients and co-workers.
- Possess and utilize a strong sense of cultural awareness and interpersonal respect.
- Maintain a current insurable driver's license in the State of Utah (if operating UICSL vehicles).
- Strive to learn and serve in compliance with federal regulations and UICSL policies and procedures, and to seek solutions for issues or problems they encounter in alignment with those resources.

POSITION SUMMARY

The Health Equity Coordinator is an intermediate level position that provides input and guidance on initiatives designed to address the root causes of health inequities in the American Indian/Alaska Native (AI/AN) community we serve through various processes for assessment, planning, implementation, and evaluation.

Reporting to the Community Health Services Director, the Health Equity Coordinator will build internal capacity to examine, understand, and address health inequities in our community, including collaboration to connect UICSL's community health function to valuable external resources and partners; engage community research to better understand the unique characteristics of the AI/AN population in our service area; develop partnerships and coalitions to seek funding and engage demonstration projects; identify and analyze health inequities in collaboration with various assessment and planning teams; select, design and implement strategies; develop effective communication efforts; and conduct evaluations as a part of promoting health equity services at the Urban Indian Center of Salt Lake (UICSL).

The Health Equity Coordinator is a limited-term position (not to exceed two [2] years) that is funded by a grant through the Utah Department of Health and Human Services. Maintenance of this position at the UICSL beyond the expiration of grant funding will be assessed according to the impact of this position on organizational goals.



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ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES

- Contributes to and oversees the development and implementation of a comprehensive and community-driven health equity action plan.
- Work closely with community health, medical and behavioral health divisions of the UICSL to identify health inequities within the population we serve and refine organizational and community responses to the COVID-19 pandemic and other public health emergencies.
- Develops and maintains strong external partnerships with organizations and entities that also serve our clients and community.
- Manage the health equity grant provided by the Utah Department of Health and Human Services (UDHHS) and work closely with the Grant Development and Compliance Manager (GDCM) to ensure compliance, reporting and performance initiatives are properly completed.
- Assist the Community Health Services Director and other department leadership to train and educate UICSL staff in health equity principals and cultural knowledge to better serve the AI/AN community.
- Research and support evidence-based strategies to address health inequities, with a focus on examining and improving upon 2SLGBTQ+ inclusive services at the UICSL.
- Support and initiate coalition development to further build capacity to increase health equity awareness and initiatives at UICSL and throughout the counties we serve.
- Promote and support development of local and state-wide policies regarding related to increasing health equity and participate in monthly meetings with the UDHHS Office of AI/AN Health.
- Other duties as assigned and agreed to with the Community Health Services Director.

MINIMUM QUALIFICATIONS

Education: <input type="checkbox"/>	Bachelor's degree in public health, social work, community health or a related field
Experience: <input type="checkbox"/>	1-3 years of program management, public health, or community health experience
Certifications/Licensure: <input type="checkbox"/>	N/A
Other: <input type="checkbox"/>	N/A

PREFERRED QUALIFICATIONS

Education: <input type="checkbox"/>	Master's degree in public health, social work, community health or a related field
Experience: <input type="checkbox"/>	3-5 years of program management, public health, or community health experience
Certifications/Licensure: <input type="checkbox"/>	N/A
Other: <input type="checkbox"/>	Prior experience work in a tribal or IHS program/facility.



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KNOWLEDGE, COMPETENCIES, AND CHARACTERISTICS (KCC)

<input type="checkbox"/>	Knowledge of public/population health principles and methods for data gathering and assessment
<input type="checkbox"/>	Knowledge of social determinants of health, social justice and underrepresented populations
<input type="checkbox"/>	Knowledge of basic project management and grant development
<input type="checkbox"/>	Evidence of competency with common office software (e.g. Microsoft Word/Excel, internet programs)
<input type="checkbox"/>	Evidence of competent verbal and written communication skills appropriate to the position
<input type="checkbox"/>	Evidence of competency with organization, time management and prioritization behaviors
<input type="checkbox"/>	Evidence of competency in problem-solving and critical thinking
<input type="checkbox"/>	Evidence of competency in providing education and/or developing the skills of others
<input type="checkbox"/>	Demonstrates a positive attitude of service and a respect for American Indian/Alaska Native cultures
<input type="checkbox"/>	Demonstrates dependability, reliability, and a willingness to accept responsibility
<input type="checkbox"/>	Demonstrates capacity to learn and adapt to potentially rapidly changing situations
<input type="checkbox"/>	Demonstrates characteristics to lead team and/or function as part of a team
<input type="checkbox"/>	Demonstrates capacities for interacting well with culturally diverse individuals and groups

WORK ENVIRONMENT

The work environment at UICSL involves normal office conditions and noise levels that can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility.

PHYSICAL DEMANDS

While performing the duties of this job, an employee may frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. An employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors, and staff.

MENTAL DEMANDS

Workloads in this position are repetitive and the incumbent will often work alone. An employee in this position must multi-task and interact with a wide variety of people and needs to demonstrate a high level of emotional balance. Group presentation and education tasks are common, and there are numerous applicable standards and deadlines associated with this position.



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Disclaimer: *The information in this document is designed to portray the general nature and level of work performance expected by employees in this position. It is not intended to be a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other related and reasonable duties as needed by their direct supervisor.*

**Indian hiring preference may apply to some positions (as defined in Title XXV, US Code Sections 44-46, 42 U.S.C. (2000e-2 li) and 474.) For the purposes of the Urban Indian Center of Salt Lake, Indian Preference Policy, "Indian" shall mean "any member or descendant of a member of a federally-recognized tribe." Applicants must meet the established minimum qualifications for Indian preference to apply. Candidates will be required to furnish documentary evidence of their qualifications for Indian preference.*

Our Indian preference policy notwithstanding, the UICSL is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record (except when arrest and/or conviction records are disqualifying in accordance with federal, state and job requirements), pregnancy or pregnancy-related related conditions, age (40 and over), or any other characteristic protected by applicable federal, state or local laws.

REVIEWED BY:	Alan Barlow, Executive Director	SIGNATURE:	
APPROVED BY:	UICSL Board of Directors by 6-0-0- vote on 9/20/2022	SIGNATURE:	

EMPLOYEE ACKNOWLEDGEMENT

I have reviewed and been provided the content of the **Health Equity Coordinator** position description.

My signature on this document certifies that I can perform the essential functions of this position as outlined in this description, with or without reasonable accommodation. A signed copy of this document will be maintained in my Personnel file for reference.

Describe any accommodations required to perform these functions:

Employee Name (Print)	Employee Signature:	Date:
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