APPLICANTS WITH DISABILITIES

APPLICANTS SEEKING RE-EMPLOYMENT

CAREER FAQS

BENEFITS

tps://www.alleghenycounty.us/Government/Employment/Benefits)

Position Title: Public Health Administrator I - Violence Prevention

Salary: Hourly: $23.27 || Annual: $48,410.13

How to Apply:
Applications are submitted online until the position is filled and/or the posting is closed. After reviewing this job announcement, please click on the link at the bottom of the page to apply online. **A resume is required with the application.** Further instructions on submission of documents are available in the online application. **A resume may not be substituted for an application.**

Minimum Requirements:

- Bachelor's degree from an accredited college or university with major coursework in Public Administration, Criminal Justice, Public Health, or a related field.

AND

- Minimum of 2 years of relevant work experience in violence prevention, criminal justice reform, or a related field

Necessary Special Requirement

Possession of a valid automobile operator's license and the use of an automobile during working hours. You must be able to provide your own transportation to and from the various worksites throughout Allegheny County. You will be required to travel.

Education & College Transcripts

If you are claiming college education to meet minimum requirements or as a part of your application, including supplemental questions, you must submit or attach a copy of your official college transcripts for your claim to be accepted. Unofficial Transcripts will not be accepted.

Condition of Employment

It is the policy of Allegheny County that in order to receive a final offer of employment, candidates must successfully pass a background check, which includes verification of Allegheny County Real Estate Tax status, and drug/medical examinations as required for the position.

Employment Type

- Full-Time, Associate level
- Position dependent on grant funding.

Relevant Experience

You will receive a score based on the experience you report on your application for employment. It is therefore important that you provide complete and accurate information. Failure to do so may delay the processing of your application or result in a lower than deserved score or disqualification. Call our Office of Human Resource Management if you have any questions.

Who is Eligible

Applications will be accepted from certified Merit System employees of the Allegheny County Health Department and outside candidates who possess the experience and training listed in this announcement and who are capable of performing the duties of this position.

Weights

- Minimum Requirements - 45%
- Relevant Skills & Certifications - 30%
- Supplemental Questions - 25%

Supplemental Questions

Per the weights (above), the responses to these questions are a significant portion of how an application is scored and hold high value in screening candidates. For these pre-interview questions, in order to provide a thorough/full answer, a typical structure to an interview answer is recommended to be used, i.e. STAR approach (1. Situation/Setting, 2. Task(s) that you were tasked to do, 3. Actions which you took, 4. The result(s) of your actions).

You may upload as a Word document answers to the supplemental questions in the “Upload Page” of the application. Make sure to note “See attached” after the statement on the application form if you are attaching a separate document. If you are unable to upload the document, email to ACHD Human Resources Department (mailto:hrconfidentialachd@alleghenycounty.us).

1. Describe your experience working with youth.
2. Describe your knowledge and experience working in Violence Prevention.
3. What are the top three factors that contribute to youth violence in Allegheny County?
4. Describe your experience forming Advisory boards.
5. Describe your experience and give examples of your work with community partners.

Allegheny County Civil Service Employees (Non-ACHD)

Regular or probationary employees of County Departments currently in this classification, hired under a State Civil Service System, who apply for this position will not be considered as Open Competitive applicants. Those employees selected for transfer to the Allegheny County Health Department will be considered to have resigned their Civil Service status from the Department in which they are currently working and will be required to complete a probationary period with the Health Department.

Please refer to Instruction Sheet for proper completion of Allegheny County Employment Application Form.

This announcement may be modified, amended or canceled by the Allegheny County Health Department at any time.

Purpose

To establish open competitive and promotional eligible lists for use in making merit system appointments in the Allegheny County Health Department. The list will contain the names of successful candidates ranked in the order of final earned ratings. The list will be in effect for one (1) year unless previously exhausted or superseded.

In the ranking, open competitive applicants qualifying for Veteran’s Preference receive an additional ten points on the final earned rating. Form DD-214 must be attached to the application form for consideration for Veteran’s Preference. Determination of Veteran’s Preference is made in accordance with State Civil Service Policy.

If you are claiming veteran's preference, then proof of eligibility; DD-214 Form or other comparable military document must be submitted for initial claim. The document must show dates of entry and separation and character of service.

Credit for a degree or college coursework can only be accepted from an official transcript submitted directly from the college or university to Allegheny C0unty Health Department.

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

#INDSJ

Position Summary:

The Allegheny County Health Department (ACHD) is hiring one full-time Violence Prevention Program Coordinator who will be responsible for: 1) building and nurturing relationships with community-based organizations throughout Allegheny County 2) collaborating with service providers to enhance support for those impacted by violence (trauma services, life skills, etc.). This position is a full-time county position within the Allegheny County Health Department’s Violence Prevention Program. The program coordinator will convene with diverse stakeholders to address social determinants of health connected to violence prevention throughout Allegheny County. The position will foster communication among various organizations to encourage the sharing of information and resources, and to coordinate interventions, activities and programming.

Over the long term, the Program Coordinator will work with various organizations and academic partners to oversee evaluation strategies and data collection activities for all violence prevention programs. The Program Coordinator will seek out funding opportunities to support violence prevention programming and will assist in managing all associated grants, contracts, and budgets. The Program Coordinator will bolster ACHDs efforts by monitoring best practices in violence prevention and serving as the Allegheny County’s liaison with local organizations technical assistance providers and individuals working on violence prevention activities in other cities. The Program Coordinator will develop a plan for regularly communicating violence prevention activities and successes to the public, and the Program Coordinator will engage local community members and individuals with lived experience in the work. The Program Coordinator will work under the supervision of the Violence Prevention Program Administrator II.

The Program Coordinator’s goal will be utilizing their relationships to help connect identified high-risk communities to positive opportunities and resources within the county, including employment, housing, recreation, and education. The Program Coordinator’s aim is to facilitate the process by which potentially violent individuals learn to think differently about violence and to change their behaviors accordingly.

Overview:

Fringe Benefits

- Paid holidays, personal days, vacation and sick leave benefits, medical coverage and dental benefits, a retirement plan, life insurance and a deferred compensation plan after eligibility requirements have been met.

Perks Working for ACHD

- Professional growth through training opportunities (CPR, First AID, Public Health Preparedness, Dignity and Respect, Points of Dispensing, and more); ability to advance in county system; job security; meaningfulness in daily work derived from public service; eligible for federal loan

forgiveness; organizational commitment to ACHD's mission to protect, promote, and preserve the health and well-being of all Allegheny County residents, particularly the most vulnerable.

Duties:

- Work with program leaders and academic partners to ensure that all violence prevention programs supported by the ACHD are continuously evaluated; develop data collection tools and summarize data when necessary.
- Assist in developing and implementing a communications plan for the violence prevention work that includes social media, press releases, etc.
- Assist in generating reports and briefs to update assigned Deputy Director and community partners on the efforts of the Violence Prevention Program.
- Assist with writing grants to secure additional funding for current violence prevention programs and obtain funding for new endeavors.
- Assist in managing budgets and contracts related to violence prevention programs that receive funding through the program.
- Represent the ACHDs Violence Prevention Program in a variety of events and meetings with various internal and external stakeholders.
- Develop processes for engaging community members and individuals with lived experience in violence prevention work.
- Incorporate ethical standards of practice into all interactions with individuals, organizations, and communities.
- Participate in networking and resource fairs as a tabling representative, sharing knowledge and expertise on violence prevention.
- Respond to Public Health emergencies as assigned by the Health Department.
- Perform other duties as required or requested.

Knowledge, Skills, and Abilities

Knowledge of:

- Public relations principles and techniques, including modern media communication practices.
- Evidence-based violence prevention strategies.
- Experience in program evaluation, with an understanding of data collection methods and data presentation
- Methods and techniques used in performing research via the internet.
- English usage, grammar, sentence structure, punctuation and spelling.
- Basic principles of computer use, internet searches, and email platforms.
- Microsoft Office programs including Access, Word, PowerPoint, and Excel and other database programs.

Skill in:

- Community Engagement
- Community Outreach
- Community Service
- Community Organizing
- Public Speaking
- Presentation Skills
- Counseling
- Teamwork
- Public Health
- Microsoft Office

Ability to:

- Work with individuals from a variety of backgrounds, ranging from high-ranking City and County officials to individuals engaged in group violence prevention.
- Strong organizational, analytical, and written communication skills.
- Quickly learn new programs and systems.
- Work in a fast-paced environment.
- Commit to improving the lives of all Allegheny County residents reducing group violence in a sustainable way.
- Organized and detailed oriented.
- Communicate effectively, orally and in writing with all levels of employees and the general public.
- Work independently and in a team environment.
- Respond to Public Health Emergencies.

Residency: Allegheny County within 1 year.
Veterans' Preference: Will be awarded to eligible candidates.
AN EQUAL OPPORTUNITY EMPLOYER - M/F/V/D

Apply Online (https://apps.alleghenycounty.us/HRJobApplication/firstpage.aspx?id=2361)

Allegheny County
Careers Portal

414 Grant Street
Pittsburgh, Pa 15219

8:00am - 4:30pm

Fax: 412-350-5230