



COMMUNICATIONS MANAGER (Public Information Specialist)

Our MISSION

AC Care Connect is committed to strengthening a system of care that works together to deliver consumer centered care and supporting high need individuals (the people of Alameda County who face highly complex physical, behavioral, and social challenges) to achieve optimal independence and health.

accareconnect.org



AC CARE CONNECT

is recruiting for a

Communications Manager (Public Information Specialist)

\$75,462.40-\$92,622.40 Annually

Plus, an excellent benefits package!

***Provisional-Project Appointments:** For a **provisional appointment**, a civil service exam is not required; however, to obtain a regular position, the appointee will need to compete successfully in a County Exam when open. This is also a **project position** and project positions are generally for a specific duration. Candidates for the project positions must meet the minimum qualifications for this position.



alameda
county
care
connect



The PROGRAM

Alameda County Health Care Services Agency (HCSA) was awarded more than \$140 million by the California Department of Health Care Services, in 2016, for **AC Care Connect (AC3)**, an ambitious and innovative program that focuses on people experiencing homelessness and people with complex physical, mental, and social conditions who need care coordination across multiple systems, such as emergency services, hospitalizations, and law enforcement to obtain good treatment outcomes.

This pilot program focuses on transforming the infrastructure of care, and will organize health care providers, housing, behavioral health, probation, and other systems to work together to better coordinate care; help patients obtain housing; and improve communications and coordination between providers by creating a “community health record.” An estimated 20,000 people will be touched by the program over five years.

The POSITION

Under general supervision of the Alameda County Care Connect, the **Communications Manager (Public Information Specialist)**, develops, maintains, and coordinates a public information program for a large County department or agency; to advise and assist management in public information/relations activities; and to perform related duties as required.

EXAMPLE OF DUTIES:

Note: The following statements reflect the general duties considered necessary in order to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements.

- Plans, oversees, reviews, and executes an internal communication strategy to facilitate the flow of program information among Alameda County agencies, health plans, providers, and consumers.
- Plans, oversees, reviews, and executes an external communication strategy, including use of digital media channels to engage target audiences about the vision and impact of AC3.
- Develops data visualizations, presentations, and other materials that help stakeholders understand program activities, successes and identify areas for improvement.
- Produces content that highlights the impact of AC3 performance on consumers, families, providers and the public.
- Writes and edits copy that is culturally appropriate and aligned with audience comprehension including digital and visual content, and can operate within MS Office programs, WordPress, and Constant Contact.
- Oversees vendors to produce digital, graphic, and collateral materials including video and photography, ensuring deadlines are achieved or mutually re-negotiated and communicates changes to leadership.
- Manages communications vendor contracts including performance evaluation and coordinates procurement as needed.
- Serves in a consultative role to management on communication strategy, messaging, and brand management.
- Plans, directs, reviews and evaluates the work of a small professional staff including vendors.
- Monitors current events and new policies relevant to AC3 program goals and target audiences, develops appropriate responses for partners and consumers while ensuring alignment with agency and program messaging.
- Manages multiple projects ensuring deadlines are communicated and achieved, seeking guidance from leadership as needed.

MINIMUM QUALIFICATIONS:

EXPERIENCE:

Possession of a Bachelor's degree from an accredited college or university in journalism, public relations, advertising or a related field; AND,

EXPERIENCE:

Two years of full-time experience in journalism or public relations which included the development and editing of publications and/or new releases and the exposure of working with media representatives in the coordination of a public information program. (Additional experience may be substituted for the required education on a year-for-year basis.)

County Classification: Public Information Specialist.

For the comprehensive job description please [CLICK HERE](#).

APPLICATION & SELECTION PROCESS

Applications will be screened according to the minimum professional qualifications outlined in the County job description. Meeting the minimum qualifications does not guarantee advancement to the interview process; only the most suitably and best qualified candidates will be invited to participate.

An Alameda County Application is required to be considered for this recruitment. Please note the County website is only for permanent positions. In order to apply to the provisional-project Public Information Specialist position advertised in this brochure, you will need to submit your application via email.

Please email a [County of Alameda Job Application](#), resume and cover letter to ACCareConnectJobs@acgov.org

The [application template](#) is available online on Alameda County's On-Line Employment Center at jobaps.com/alameda

NEW USERS can click on "**New User Registration**" to fill out an application template. Once the application is completed, candidates can click on the "**Review**" tab to "**Print My Application**". A PDF version of the application or digital scan of the completed application **must** be submitted to the email address above.

Alameda County is an equal opportunity employer who values diversity.

In addition to a competitive salary, employees also enjoy an attractive benefits package with the following elements:

For your Health & Well-Being

- Medical and Dental HMO & PPO Plans
- Vision or Vision Reimbursement
- Basic and Supplemental Life Insurance
- Flexible Spending Accounts - Health FSA, Dependent Care and Adoption Assistance
- Short and Long -Term Disability Insurance
- Employee Assistance Program

For your Financial Future

- Retirement Plan - (Defined Benefit Pension Plan)
- Deferred Compensation Plan (457 Plan or Roth Plan)

For your Work/Life Balance

- 11 paid holidays and up to 4 floating holidays
- Vacation and sick leave accrual
- Vacation purchase program
- Up to 7 Management Paid Leave days
- Employee Mortgage Loan Program
- Commuter Benefits Program
- Employee Wellness Program
- Employee Discount Program
- Child Care Resources

**For a full list of benefits and related information, please see the job description.*