

Action Team Member Job Description

Healthy New Jersey Action Teams (ACTs) are teams of external partners and internal NJDOH staff charged with developing and implementing plans for each Healthy New Jersey 2030 (HNJ2030) Topic Area.

Position Summary:

Selected individuals will collectively decide what issues will be the focus of their Topic Area (TA); develop objectives and targets; search for existing or propose new plans, policies, initiatives to help achieve HNJ2030's targets; and implement those plans. In the long-term, ACT members will guide, edit, and write portions of the next State Health Assessment (SHA) and State Health Improvement Plans (SHIP). Healthy New Jersey Advisory Council members will serve as chairs of each ACT. All ACT positions are unpaid.

Skills, Abilities, and Requirements:

- Committed to improving the health of NJ residents
- Knowledgeable about one of the HNJ2030 Topic Areas
- Familiar with the national Healthy People model
- Aware of specific community sub-populations at higher risk for adverse health outcomes
- Available to attend HNJ2030 ACT and stakeholder meetings over the next few years
- Must live or work in New Jersey

Duties:

- Attend ACT meetings, which may be in person or via webinar or conference call, with and without HNJ2030 Advisory Council (HNJAC) and/or Coordinating Committee (HNJCC) members.
- Thoroughly examine materials prepared during the planning process, including Healthy People and Healthy New Jersey background information, NJDOH 2018 State Health Assessment (SHA), and the State Health Improvement Plan (SHIP).
- Communicate with the HNJCC and HNJAC to keep them informed and involved throughout the planning and implementation process.
- Ensure SHIP action plans align with health challenges defined by the SHA.
- Research new or emerging ideas, specific topics, and professional input.
- Help build consensus on difficult issues that may cut across several health topics or areas of expertise.
- Review and approve SHA and SHIP processes, identify possible new data sources, and help prioritize problems and goals once identified.
- Proofread/edit drafts of the SHA, SHIP, and other HNJ planning and implementation materials.

Time Commitment:

Action Team members will need to attend several meetings in the first half of 2020, followed by quarterly meetings after the HNJ2030 objectives and targets are launched, and perform any related work in between. All meeting dates, times, and locations are still to be determined and will be different for each of the four ACTs.