

From: [Grace Williams](#)
To: [Bristol Town Administrator](#)
Subject: Health Officer Application
Date: Tuesday, September 17, 2024 2:19:48 PM
Attachments: [Professional References 2024.pdf](#)
[Grace Williams resume 2024.pdf](#)

Grace Williams

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September 17th, 2024

To The Town of Bristol Team:

I am writing to apply for the opening of Health Officer position at the Town of Bristol. As a BIPOC Vermonter and first-generation American in Vermont, the whitest state in the U.S. by household heads as of 2022, my personal experience has encouraged me to look at various issues happening at state, county, and town levels among local communities. Most recently, I was contracted to serve as the primary Case Manager for the Agency of Human Services for the State of Vermont. Leading a team of two panel coordinators, I oversaw program development, coordination, and case management for unhoused populations in the Emergency Housing Program whilst Vermont faces the second highest rate of homelessness in the nation per capita. Since the beginning of the Pandemic, I have held several key positions in planning and implementing supportive measures in the housing and healthcare crisis in Vermont.

Academically, I hold a BA in Japanese language and literature with a minor in Emergency Medical Services from the University of Vermont. I am also currently completing my Masters in Health informatics at the University of Cincinnati. During my undergraduate years, many of my days were spent in the Emergency Department at University of Vermont Medical Center as an emergency medicine research associate, conducting and supporting patient screening needs and helping with data collection of active department studies. In one of the Emergency Medicine Research classes, the grant proposal of my team of 4 research students, composed from scratch, won the program wide grant proposal competition when we received unanimous votes in front of a panel of healthcare professionals. That was the beginning of my love affair with research-related grant writing. Furthermore, my special interest in research lies in the New American population, fueled by my keen interests in all things science.

My knowledge in health informatics at a graduate level has also helped me gain a thorough understanding of disparities between different members of our community, through not only a personal but also a data-based, inclusive lens. Modern-day information technology (IT) supplies all fields with endless potential for outcome improvement, the most expansive of them all is healthcare. My background in health informatics as well as clinical research prepared me well for a wide range of challenges in a team environment. Moreover, my role as the youngest board member, and member to the Financial Stewardship Committee at WomenSafe (serving all who experience domestic violence in Addison County, Vermont), as well as a founding member of the Energy Committee for the city of Vergennes, further demonstrates my desire to support my community's dire need for more inclusion and equity, regarding broadband and sustainable energy resources. First half of 2023, I organized the first Energy Fair in Addison County in history, as well as increasing my professional nonprofit experience. In addition, I currently serve two separate appointments for the City of Vergennes; the youngest and only person under 30 in the municipal government.

The start of my interests in medicine and social services had been stemmed in my own journey as a BIPOC, non-monogamous, and LGBT+ person, which fueled my desire in furthering the country's growth towards equity and inclusivity. Though I may be have a more unconventional background compared to most candidates, my combined accomplishments in various nonprofits, STEM, social science, program coordination, and healthcare/grants management would offer a unique but inclusive perspective for this position.

Sincerely,
Grace Williams