

FOREST COUNTY HEALTH DEPARTMENT

Job Description

Position Title: Community Health Specialist

Reports to: Health Department Director

FLSA Status: Nonexempt

County Status: Regular Full Time Employee (35 Hour Work Week)

Pay Grade/Pay Structure: \$21.21 - \$23.56 per hour

I. Position Summary

The Community Health Specialist promotes individual and population health through health promotion and education initiatives and health behavior change programs in a variety of settings for the diverse populations represented in Forest County. Responsibilities include developing, implementing, and evaluating programs and public health initiatives, establishing, leading and maintaining community partnerships, and managing work plans and timelines. The specialist will implement grant objectives and work-plans and respond to priorities set forth by the community health improvement planning process. Performs other duties as required.

II. Essential Functions and Primary Duties

Under general supervision and/or as part of various workgroups and teams, the Public Health Nurse performs the following essential functions within the framework of Forest County Health Department's provision of the core functions and essential services of public health:

Public Health Sciences

- Facilitates implementation of community focused initiatives to promote health and prevent disease in settings including, but not limited to the Health Department, homes, community organizations and worksites, schools, and the community at large.
- Conducts and/or facilitates teams in comprehensive reviews of scientific evidence related to public health issues, concerns, and interventions.
- Facilitates and implements multidisciplinary and/or interagency teams.
- Provides education and counseling to individuals, families and community groups that are adapted to their unique needs, lifestyle, cultural and socio-economic situation.
- Participates in response teams to prevent, minimize, and contain adverse health events and conditions resulting from communicable diseases; food-, water-, and vector-borne outbreaks; chronic diseases; environmental hazards; injuries; and health disparities.

Community Dimensions of Practice

- Establishes and/or facilitates and sustains initiatives, programs, and partnerships that engage key stakeholders and community members in order to address community health priorities.

- Provides leadership in the process of developing and applying evidenced based community health improvement strategies into specific, measurable action plans in partnership with public and private organizations.
- Participates in Forest County Health Department research and demonstration projects that seek to improve the health of communities and determine new ways to address health issues.
- Contributes to a work environment that fosters ongoing educational experiences regarding public health for health-related students, healthcare professionals and members of the community.

Analysis and Assessment

- Collaborates in Forest County Health Department's community health assessment and health improvement planning and intervention activities.
- Assess current relationships between the department and community organizations, agencies, and stakeholders and develops plans to enhance and improve these relationships and partnerships.
- Develops and/or uses databases and software programs to gather and maintain needed data for health promotion and disease prevention, evaluation and quality improvement efforts.

Leadership and Systems Thinking

- Demonstrates knowledge regarding and compliant with applicable professional practice guidelines and any other Federal and State laws and regulations applicable to practice as a public health professional.
- Adheres to applicable Occupational Safety and Health Administration standards, such as those concerning exposure to blood borne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.
- Collaborates in developing a work environment where performance management, continuous quality improvements in professional practice is pursued.
- Responsible for grant management and assists with grant writing activities.
- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued.

Policy Development and Program Planning

- Assists with the development of policies and plans that support individual and community health efforts, and communicate and interpret such policies and plans to the public and other community agencies. This also includes planning and managing a client caseload, including coordination of intra- and inter-agency services.
- Collaborates in the development, implementation and evaluation of long and short range policies, plans and programs for public health.
- Coordinates public health activities with environmental and public health professionals and investigators from other agencies and jurisdictions and governmental agencies.

Communication and Cultural Competency

- Delivers targeted, culturally-appropriate information to help individuals and groups understand local environmental public health policies, regulations and code.
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities. Examples of methods may be: one on one, group sessions, media interviews, story boards, website and face book
- Educates local and state policy makers and community stakeholders on public health issues.
- Adheres to ethical principles and Forest County Health Department policy in the collection, maintenance, use, and dissemination of data and information.

Financial Planning and Management

- Collaborates in activities such as time studies that contribute to the development of budgets and the efficient use of resources.
- Tracks daily time accurately for payroll.

Other

III. Supervision

Works under the supervision of the Forest County Health Department Director.

IV. Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; and talk or hear; reach with hands and arms; stand and walk. The employee is frequently required to sit, bend, and push and pull; and occasionally stoop, kneel, and crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally exert force in excess of 100 pounds and transfer patients with weights greater than 100 pounds. Frequently performs tasks, which require hand-eye coordination. Specific vision abilities required by this job include close vision, color vision, distance vision, peripheral vision, and ability to adjust focus. Ability to wear gloves, masks and other protective equipment.

While performing the duties of this job, the employee is occasionally exposed to weather conditions; hazards of driving; unclean inside environmental conditions; and difficult interpersonal interaction with exposure to potentially violent patients. May be exposed to infections, contagious

diseases and the risk of blood borne pathogens. The noise level in the work environment is usually quiet.

V. Minimum Qualifications

Education: Bachelor's degree in public health, health promotion, health sciences or health related field.

Experience: At least one year experience in the public health field.

Skills, Knowledge, and Abilities:

- Knowledge of the Essential Public Health Services and Core Public Health Functions.
- Knowledge of community assets and available resources.
- Knowledge of community needs assessment process.
- Knowledge of programming planning, implementation and evaluation.
- Knowledge of health promotion and health education theories and practices related to public health, epidemiology, disease prevention, and behavioral change.
- Able to interact sensitively, effectively, and professionally with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyle preferences.
- Communicates effectively both in writing and orally and able to use the media, advanced technologies, and community networks to communicate information.
- Able to communicate to and give presentations to individuals and small and large groups.
- Proficient in Microsoft office programs and be able to use electronic databases.

Licenses and Certifications: Must possess and maintain a valid Wisconsin driver's license, maintain minimum county insurance requirements, and have availability of a reliable vehicle. CPR certification within 6 months of hire.

Forest County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

Approvals: Approved by Personnel Committee on May 9, 2017

Department Head: _____ Date: _____