

FOREST COUNTY HEALTH DEPARTMENT

Job Description

Position Title: Summer Intern

Reports to: Health Department Director

FLSA Status: Exempt

County Status: Part Time Employee (up to 24-hour work week, up to 12 weeks/ summer 2022)

Pay Grade/Pay Structure: \$12.00 per hour

I. Position Summary

Promotes and supports population health by providing a variety of administrative and technical support services in the public health department programs and services. Employee assures client access and confidentiality to groups and individuals onsite and in community settings. Provides community health education assistance and technical work to professional roles of Registered Nurse. Assists with planning, coordinating, implementing, and evaluating health education and prevention programs.

II. Essential Functions and Primary Duties

Under general supervision and/or as part of various workgroups and teams. The summer intern performs the following functions within the overarching framework of Forest County Health Departments provision of the core functions and essential services of public health.

Public Health Sciences

- Provide specialized and/or technical Department and Program specific information that requires interpretation of established policies, procedures and other relevant sources including Wisconsin state statutes.
- Describes evidence used in developing, implementing, evaluating, and improving policies, programs and services.
- Interview/Survey internal and/or external customers to establish program-specific documentation and/or identify evaluation and quality improvement opportunities.
- Assist in maintaining, inventory review, collecting and distribution of supplies and/or equipment including medical supplies.
- Assists co-workers, as assigned and consistent with job duties.

Community Dimensions of Practice

- Participate in community health education events with co-workers.
- Participate in community health assessment process, assist with survey process and educating the public on community health assessment.

Leadership and Systems Thinking

- 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.

Policy Development and Program Planning

- Uses computerized data management systems and utilizes informatics to assist with program planning.
- Adheres to ethical principles and Forest County Health Department policy and procedures.

Communication and Cultural Competency

- Under general supervision, compose, draft, type and/ or word process, proofread and edit documents, contracts, and/or correspondence to ensure these conform to the appropriate use of the English Language and established procedures.
- 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.

Financial Planning and Management

- Tracks daily time accurately for payroll.

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. 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

- High School diploma or G.E.D. supplemented by advanced college coursework in medical terminology, laboratory technology.
- Valid State of Wisconsin driver's license is required.

Skills, Knowledge, and Abilities:

- Communicates effectively both in writing and orally and able to use the media, advanced technologies, and community networks to communicate information.
- Proficient in Microsoft office programs and be able to use electronic databases.

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 _____ Date: _____

Department Head: _____ Date: _____