

# KANE COUNTY - JOB DESCRIPTION

**JOB TITLE: COMMUNITY HEALTH SPECIALIST III – Data and Quality Coordinator**

**JOB CODE:**                      **PAY GRADE: 12**

**FLSA:**                            X   (Union)                      **DEPARTMENT: Health**                      **POSITION:**  
**Exempt**                      **Non-exempt**

## **GENERAL SUMMARY:**

The Data and Quality Coordinator promotes individual and population health by leading public health informatics and quality improvement initiatives across all units in the Department. Responsibilities include developing, implementing, and evaluating these initiatives, establishing, leading and maintaining intra- and inter- departmental teams, and managing work plans and timelines. Work will involve multiple initiatives and projects at any given time and will change as the initiatives and projects evolve.

## **ESSENTIAL FUNCTIONS:**

Under general supervision and/or as part of various workgroups and teams, the Community Health Specialist III: Data and Quality Coordinator performs the following essential functions within the framework of Kane County Health Department’s provision of the core functions and essential services of public health:

### **Public Health Sciences**

1. Facilitates and implements the development, implementation and evaluation of a comprehensive public health informatics strategic plan for the Department.
2. Provides technical assistance to Divisions and teams regarding public health informatics, data collection processes, information technology applications, and computer systems storage/retrieval.
3. Facilitates and implements the development, implementation and evaluation of a comprehensive public health quality assessment and improvement plan for the Department.
4. Coordinates the process for the Department’s application for accreditation by the Public Health Accreditation Board.
5. Provides technical assistance and training on quality assessment and improvement to Divisions and teams.

### **Community Dimensions of Practice**

6. Participates in the Department’s design and application of the community health improvement strategies with a particular emphasis on developing and implementing

evaluation of specific, measurable action plans in partnership with public and private organizations.

7. Participates with community health partners in the development and implementation of Health Information Exchange(s).

### **Analysis and Assessment**

8. Contributes public health informatics expertise to the Department's community needs assessment process, health improvement goal setting, identification of public health policy and action options, program development, and creation of monitoring and evaluation plans.
9. Performs data analyses and creates visual presentations of findings.

### **Leadership and Systems Thinking**

10. Facilitates and implements Departmental quality improvement and evaluation initiatives.
11. Facilitates and implements Departmental public health informatics initiatives.
12. Coordinates Department's application preparation for national public health accreditation.
13. 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.
14. Adheres to Occupational Safety and Health Administration standards, such as those concerning exposure to bloodborne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.
15. Contributes to a work environment where continuous quality improvements in service and professional practice are pursued.

### **Policy Development and Program Planning**

16. Conducts comprehensive reviews of evidence related to public health informatics, quality improvement and public health accreditation.
17. Serves on inter-jurisdictional or multi-agency committees involved in policy development related to public health informatics, health information exchange, quality improvement and/or public health accreditation.

### **Communication and Cultural Competency**

18. Delivers targeted, culturally-appropriate information to help individuals and groups understand health promotion and disease prevention information, policies, regulations and local code.
19. Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic, sexual orientations, lifestyles and physical abilities.
20. Adheres to ethical principles and Kane County Health Department policy in the collection, maintenance, use, and dissemination of data and information.

## **Financial Planning and Management**

21. Contributes to the development and preparation of proposals for funding from external resources for health promotion and disease prevention initiatives and programs.
22. Collaborates in activities such as time studies that contribute to the development of budgets and the efficient use of resources.

## **Other**

23. Performs public health emergency response duties as assigned and consistent with training provided, in response to threats to the public's health consistent with job classification.
24. Participates in Department and community emergency response training and drills in support of public health emergency and disaster preparedness consistent with job classification.
25. 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.
26. Performs other duties as assigned consistent with job classification.

## **BEHAVIOR EXPECTATIONS:**

- Treats others with courtesy and respect in all interactions.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

### **Education, Licensure, Certifications, Experience**

- Master's degree in public health or related field. Consideration will be given to candidates with a Bachelor's degree in public health or a related field and three (3) years experience in data management and quality improvement, with a commitment to achieving a Master's Degree within four (4) years, providing periodic proof of progress.
- Three (3) years of public health experience.
- National Incident Management System (NIMS)/Incident Command System (ICS) 100 and 700.a certification.
- National Incident Management System (NIMS)/Incident Command System (ICS) 300 and 400 certification within four (4) months of employment.
- Valid Illinois driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.

### **Knowledge and Skills:**

- Knowledge of the core functions and essential services of public health

- Knowledge of national public health accreditation standards and Illinois requirements for certified local health departments.
- Knowledge of teaching methods and techniques for presenting material and engaging a wide variety of audiences in learning experiences including but not limited to group process and facilitation; print and electronic educational materials; and formal presentations using a wide range of audio visual equipment.
- Knowledge of: epidemiology, disease prevention, health promotion, behavioral change, group process, community/organizational development theory and techniques; adult learning theory and methods of instruction; public health informatics; quality management theory and techniques.
- Demonstrates qualitative and quantitative data collection and analysis for the identification of population health status
- Demonstrates effective presentation of data to address scientific, political, ethical, and social public health issues.
- Excellent written and oral communication skills
- Demonstrates ability to use and create new databases and spreadsheets, data queries and reports, presentation and publisher software, and internet searches and in use of current Department-specific required databases and programs including but not limited to Access, Cornerstone, INEDSS, Epi Info, Foxfire and GIS.

**Due to the need for all Health Department personnel to respond to public health emergencies, the employee must be assessed for his/her ability to meet the physical demands of performing the following activities:**

- Must be able to be fitted and wear NIOSH 95 mask.
- Engage in the following movements: Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling and writing and repetitive motions.
- Exert up to 30 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.
- Hearing ability sufficient enough to communicate with others effectively in person and over the phone
- Visual ability must be sufficient enough to read typewritten documents, computer screen and drive a car.

If unable to demonstrate these abilities based upon a standardized, objective assessment performed by external occupational health professionals, all reasonable accommodations will be made, in compliance with the Americans with Disabilities Act and any other applicable Federal and Illinois law.

**WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:**

**General office setting in the Aurora, Elgin, or other health department facilities, as well as community sites.**

Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, chemicals and animals.

In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

**EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:**

**Computer, Fax, copier, personal or county vehicle, and public health equipment and supplies.**

**Reports to:** Assistant Director for Community Health Resources

**Directs Work of:** None

**Blood borne Pathogen Risk Code:** None X Low \_\_ Medium \_ High

**APPROVALS AND DATES:**

---

Name (Dept Head/Elected Official)	Title	Date
-----------------------------------	-------	------

---

Name (HR Representative)	Title	Date
--------------------------	-------	------

**The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The principal duties and responsibilities enumerated are all essential job functions except for those that begin with the word "may".**