

# Oneida County

## JOB DESCRIPTION

**JOB TITLE:** Community Health Specialist—Chronic Disease and Tobacco Management

**DEPARTMENT:** Health

**Reports To:** Public Health Director and Assistant Director

**FLSA Status:** Nonexempt

**Prepared By:** Carl Meyer

**Prepared Date:** July 2013

**Approved By:** Lisa Charbarneau

**Approved Date:** July 2013

**Reviewed Date:**

### **GENERAL 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 Oneida County. Responsibilities include developing, implementing, and evaluating programs and public health initiatives, establishing, leading and maintaining community partnerships, and managing work plans and timelines. Work involvement will include initiatives and projects at any given time and will change as the initiatives and projects evolve. The specialist will implement grant objectives, work plans and respond to priorities set forth by the local coalitions.

### **ESSENTIAL FUNCTIONS:**

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

#### **Public Health Sciences**

1. Facilitates implementation of community-focused initiatives to promote health and prevent disease, in settings including, but not limited to all Health Department buildings/sites, homes, community organizations and worksites, schools, and the community at large.
2. In order to develop evidence-based public health interventions, conducts and/or facilitates teams in comprehensive reviews of scientific evidence related to public health issues, concerns, and interventions.
3. Facilitates and implements multidisciplinary and/or interagency teams.

## **Community Dimensions of Practice**

4. Establishes, expands, facilitates and sustains initiatives, programs, and/or partnerships that engage key stakeholders and community members in order to address community health priorities.
5. Provides leadership in the process of developing and applying evidence-based and evidence-building community health improvement strategies into specific, measurable action plans in partnership with public and private organizations.
6. Designs and delivers - orientation for Department staff and public health education and technical assistance for community agency staff as well as community members on health promotion and disease prevention.

## **Analysis and Assessment**

7. Participates in Oneida County Health Department's community health assessment and health improvement planning and intervention activities.
8. Assesses current relationships between the Department and community organizations, agencies and other stakeholders and develops plans to enhance and improve these relationships and partnerships.
9. 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**

10. 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.
11. 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.
12. Contributes to a work environment where continuous quality improvements in service and professional practice are pursued.

## **Policy Development and Program Planning**

13. Participate in developing strategies on how Public Health can be actively involved in the development of county-wide policies and plans that impact the built environment and public health of the county and region. Serves on inter-jurisdictional or multi-agency committees involved in policy development; coordinate review/comment processes for proposed policy documents.
14. Assist in developing and implementing a community involvement process that assures the informational exchange necessary to provide Public Health's input into appropriate plans and policies; identify potential barriers to new policy development and implementation.

### **Communication and Cultural Competency**

15. Delivers targeted, culturally-appropriate information to help individuals and groups understand health promotion and disease prevention information, policies, regulations and local code.
16. 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.
17. Adheres to ethical principles and Oneida County Health Department policy in the collection, maintenance, use, and dissemination of data and information.

### **Financial Planning and Management**

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

### **Other**

20. 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.
21. Participates in Department and community emergency response training and drills in support of public health emergency and disaster preparedness consistent with job classification.
22. 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.
23. Responsible for using quality improvement (QI) and performance management (PM) processes and/or techniques to improve the effectiveness of the respective public health program. This includes, but is not limited to: creating, implementing, and evaluating performance standards and identifying, implementing, and assessing program quality improvement processes.
24. 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**

- Bachelor's degree in public health, public health nursing, public administration, health promotion, social work or other closely related degree. Master's degree preferred.
- Three (3) years of public health/community development experience.
- National Incident Management System (NIMS)/Incident Command System (ICS) 100 and 700.a certification within six (6) months of employment.

- National Incident Management System (NIMS)/Incident Command System (ICS) 300 and 400 certification within six (6) months of employment.
- Valid Wisconsin 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 education program planning, implementation and evaluation.
- Knowledge of training principles and methods, needs assessment, design and evaluation.
- Knowledge of course design, teaching methods and techniques for presenting material.
- Knowledge of health promotion and health education theories and practices related to: public health, epidemiology, disease prevention, behavioral change, group process, community organizing and mobilizing, social justice, and adult learning.
- Knowledge of data analysis and research methods.
- Knowledge of social marketing principles, public information and mass media and methods of instruction.
- Interpersonal communications, group process and facilitation skills.
- Excellent oral and written communications skills.
- Effectively communicates a broad amount of information to a wide variety of audiences.
- Demonstrates ability to make group presentations.
- Knowledge of Community organizing skills.
- Knowledge of Program-planning skills.
- Demonstrates computer use ability in word processing, spreadsheet and database software.
- Demonstrates ability to use a wide range of audio visual equipment.

**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 Wisconsin law.

**WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:**

**General office setting in health department facilities, as well as community sites including clients' homes and workplaces.**

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: Director or Assistant Director**

**Directs Work of: None**

**Blood borne Pathogen Risk Code: None  Low  Medium  High**