

South Heartland District Health Department

Job Description

Part-Time Regular

TITLE: Chronic Disease Prevention Program Assistant	OCCUPATION: Public Health Administration
AGENCY: South Heartland District Health Department	FLSA STATUS: Non-Exempt SALARY RANGE: \$16.06 - \$19.09 / hour
REPORTS TO: Chronic Disease Prevention Coordinator	DATE: August 2017

QUALIFICATIONS:

GENERAL: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and in a manner that is consistent with professional development standards of ethical conduct. The requirements listed below are representative of the knowledge, skill and/or ability required.

QUALIFICATIONS/EXPERIENCE: Must have a Bachelor's Degree and 1-3 years of experience in public health, clinical setting, or related field. Education or experience in clinical practice, community health, health information technology, clinical quality measures and/or related field. Previous experience in leading change desired. Evidence of candidate's core competencies for public health professionals.

CERTIFICATION, LICENSES, REGISTRATIONS:

- Valid Nebraska driver's license, vehicle and safe driving record required.

CONDITIONS OF EMPLOYMENT:

- Must comply with organizational and departmental policies and procedures and various laws and regulations.
- Must possess a valid Nebraska driver's license.
- Must successfully pass a background check.
- Must be able to work occasional evenings and weekends to fulfill project work plan activities and health department outreach activities.

JOB SUMMARY: Works under limited supervision to implement chronic disease prevention strategies focused in clinical and community settings. Responsible for executing grant work plan activities under the guidance of the SHDHD chronic disease prevention coordinator and the Nebraska Department of Health and Human Services grant program staff. This position will work with clinical staff and providers, pharmacists, community health workers, hospital administrations, community organizations, contractors, businesses, advisory groups and coalitions to assist with clinical transformation focused on chronic disease prevention. Current program goals are focused on prevention of diabetes and cardiovascular disease with evidence-based strategies involving team-based care, electronic health record meaningful use, population-based medicine, bi-directional referral, community health worker networks and community-based lifestyle supports.

PRIMARY JOB DUTIES may include, but are not limited to:

- Assist with planning, designing, implementing and evaluating community-wide and targeted chronic disease prevention efforts as defined by SHDHD Community Health Improvement plan and grant-funded programs.
- Establish and maintain relationships and collaborate with other local health departments, Nebraska Department of Health and Human Services, community organizations, health systems, contractors, community partners and others. Plan, schedule and facilitate meetings with grant staff and partners, in person, or by conference call or web conferencing.
- Lead and facilitate collaborative change initiatives with health system and community partners to meet work plan objectives and community health improvement plan goals.
- Work within the program budget and assist with developing, executing, managing and monitoring agreements, memorandums of understanding, and contracts with partners and vendors (contractors).
- Plan, schedule and participate in assessments with identified entities and contractors.

- Utilize assessment results to modify work plans and budgets to accomplish required program and community health improvement plan goals.
- Research and assist with communications about best practices and model policies.
- Develop and deliver educational presentations to a variety of target audiences.
- Prepare reports of progress on grant strategies, program goals and performance measures for funders, partners, board of health and others.
- Participate in approved staff development opportunities related to grant project implementation, such as conferences, technical assistance calls, workshops and trainings.
- Provide or ensure training and development of partners and staff to support implementation of project strategies.
- Communicate with community constituents through a variety of methods, with emphasis on interactions within the home or community environment.
- Assist with marketing and promotion of chronic disease projects and health department activities and initiatives.
- Complete mandatory staff development and annual refresher trainings.
- Participate in continuous quality/performance improvement processes: participate in training and education opportunities to maintain and improve proficiency and effectiveness, incorporate new learning into daily work, and gather data to identify areas for improvement and monitor progress and success.
- Maintain records to evaluate effectiveness and efficiency of programs.
- Respond to emergencies. As directed by supervisor, participate in disaster support, communicable diseases, outbreaks, and investigations in whatever role designated. Work with communities to provide support in areas of need. Assist with planning, consulting, investigating, and providing technical assistance.
- Provide accurate, complete and timely documentation of work activities and program data /statistics; prepare reports and summaries as requested.
- Assist with health department initiatives or outreach, such as health fairs, county fairs, satellite offices, congregate meal or other community presentations.
- Other duties, as reasonably assigned.

SCOPE OF AUTHORITY: This position does not have supervisory responsibilities but requires coordination with other SHDHD project staff.

FINANCIAL: Work within limitations of program budget, being mindful of the need for cost-effective use of resources. Provide data as requested to support financial reporting.

ACCOUNTABILITY: Utilize and incorporate professional standards of practice criteria and guidelines into program development, implementation, and evaluation. Participate in the process of continually improving quality and performance. Provide accurate and timely data, records and summary reports for reporting to the Board of Health or as required by program grants or contracts.

SECURITY/ACCESS: This employee will be issued picture identification and will understand and comply with agency security/access policies and procedures.

EXPOSURE TO HAZARDS: Characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise and environmental temperature levels in the work environment are normal/moderate. Normal office exposures are present including electrical equipment, ink, computers, fax, disinfectants, etc. While performing the duties of this position, the employee is occupationally exposed to outside weather conditions. The employee may have to drive in inclement weather and must have the ability to navigate out-of-town travel. The employee will be exposed to a variety of environments when visiting business sites such as high noise levels, dust and pollution for short periods of time.

PHYSICAL/CRITICAL DEMANDS: The physical demands 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 frequently required to sit; walk, stand, and drive; use hands, fingers to handle or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to stand, climb stairs, walk short distances, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to ten pounds and occasionally lift and/or move 40 pounds. Specific vision abilities required include those of close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The employee must be able to demonstrate physical fitness activities.

SCOPE OF CONTACT WITH CLIENT POPULATION: In the course of performing the duties of this job, the employee may encounter volunteers, board members, and interested/impacted individuals from preschool to the geriatric age group, from varying cultural and ethnic backgrounds, from diverse regional locations, and from differing service-related sources. Knowledgeable and sensitive to the needs of vulnerable and at-risk populations and to issues about trauma and its effects; communicates the importance of trauma to others, and supports trauma informed changes, health literacy and CLAS standards in service delivery.

IDENTIFIED CORE COMPETENCIES OF PUBLIC HEALTH AND OTHER SKILL SETS:

Tier 1 – Front Line Staff/Entry Level. Tier 1 competencies apply to public health professionals who carry out the day-to-day tasks of public health organizations and are not in management positions. Responsibilities of these professionals may include data collection and analysis, fieldwork, program planning, outreach, communications, customer service, and program support. (from: Core Competencies for Public Health Professionals, Council on Linkages, 2014)

- Public Health Sciences:
 - 6A4. Retrieves evidence (e.g., research findings, case reports, community surveys, model policies) from print and electronic sources to support decision making
 - 6B7. Uses evidence in developing, implementing, evaluating, and improving policies, programs, and services
- Community Dimensions of Practice:
 - 5A6. Engages community members (e.g., focus groups, talking circles, formal meetings, key informant interviews) to improve health in a community
 - 5A2-A4. Recognizes suggests and supports relationships that are affecting health in a community (e.g., relationships among health departments, hospitals, community health centers, primary care providers, schools, community-based organizations, and other types of organizations)
 - 5A5, 5B6. Collaborates with community partners and facilitates collaborations to improve health in a community (e.g., participates in committees, shares data and information, connects people to resources, builds coalitions)
- Analysis and Assessment:
 - 1A3. Applies ethical principles in accessing, collecting, analyzing, using, maintaining, and disseminating data and information
 - 1A4. Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information
 - 1A8. Collects valid and reliable quantitative and qualitative data
- Leadership and Systems Thinking:
 - 8A3. Describes the ways public health, health care, and other organizations can work together or individually to impact the health of a community
 - 8B9. Contributes to continuous improvement of individual, program, and organizational performance (e.g., mentoring, monitoring progress, adjusting programs to achieve better results)
- Policy Development and Program Planning:
 - 2A6, 2B6, 2A8. Gathers information and develops options for policies, protocols, programs, and services; implements policies, protocols, programs and services
 - 2A12. Describes how public health informatics is used in developing, implementing, evaluating, and improving policies, programs, and services (e.g., integrated data systems, electronic reporting, knowledge management systems, geographic information systems)
- Communication and Cultural Competency:
 - 3A1. Identifies the literacy of populations served (e.g., ability to obtain, interpret, and use health and other and other information; social media literacy)

- 3A2. Communicates in writing and orally with linguistic and cultural proficiency (e.g., using age-appropriate materials, incorporating images)
- 3B4-3C4. Selects and evaluates approaches for disseminating public health data and information (e.g., social media, newspapers, newsletters, journals, town hall meetings, libraries, neighborhood gatherings)
- 3A5. Conveys data and information to professionals and the public using a variety of approaches (e.g., reports, presentations, email, letters)
- 3A7. Facilitates communication among individuals, groups, and organizations
- 4A3. Describes the ways diversity may influence policies, programs, services, and the health of a community
- 4B4. Supports diverse perspectives in developing, implementing, and evaluating policies, programs, and services that affect the health of a community
- 4B5. Ensures the diversity of individuals and populations is addressed in policies, programs, and services that affect the health of a community
- 4B6. Assesses the effects of policies, programs, and services on different populations in a community (e.g., customer satisfaction surveys, use of services by the target population)
- Financial Planning and Management:
 - 7A4. Describes public health and health care funding mechanisms and procedures (e.g., categorical grants, fees, third party reimbursement, value-based purchasing) for supporting population health services
 - 7A7. Provides information for development of contracts and other agreements for programs and services
 - 7A9. Operates programs within budget
 - 7A12. Uses evaluation results to improve program and organizational performance
 - 7A14. Uses performance management systems for program and organizational improvement (e.g., achieving performance objectives and targets, increasing efficiency, refining processes, meeting Healthy People objectives, sustaining accreditation)
- Other:
 - Strong written and oral communication skills.
 - Excellent organizational and planning skills.
 - Critical thinking and problem solving skills.
 - Ability to comply with work plans, reporting requirements, timelines and budgets per grants/contracts and SHDHD policies and procedures.
 - Ability to exercise judgment in the application of professional services.
 - Excellent interpersonal skills: Ability to work in a team environment, establishing and maintaining collaborative and cooperative working relationships with staff and external partners.
 - Ability to maintain an objective attitude and maintain a calm, supportive demeanor when working with community processes and individuals.
 - ESSENTIAL TECHNICAL/MOTOR:
 - Responsible for proper use and operation of supplies and equipment including but not limited to: telephone, computer, printer, copier, LCD projector, and fax machine.
 - Computer Literacy. Ability to operate a personal computer and utilize a variety of software programs including word processing, database management, desktop publishing, and e-mail.
 - Driving in inclement weather and ability to navigate out-of-town travel.