

## South Heartland District Health Department

### Job Description

Full-Time or Part-time Regular

<b>TITLE:</b> Program Assistant / Projects Specialist	<b>OCCUPATION:</b> Public Health Administration
<b>AGENCY:</b> South Heartland District Health Department	<b>FLSA STATUS:</b> Non-Exempt <b>SALARY RANGE:</b> Entry level: \$14.89 - \$19.07 Mid Level: \$17.88 - \$21.26 per hour
<b>REPORTS TO:</b> Programs Supervisor	<b>DATE:</b> October 2022

**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:** Associates Degree or evidence of post-secondary education in a related field. One year of experience in public health, clinical setting, or related field preferred. Education or experience in health promotions or health education desired. Evidence of candidate’s core competencies for public health professionals, desired.

**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 guidance of a Programs Supervisor to implement health promotions strategies and prevention efforts focused in community settings and/or provide focused support for foundational capabilities, such as communications, surveillance, emergency preparedness, and data management. Assists with executing grant work plan activities; may support foundational services. This position may work with clinical staff and providers, pharmacists, community health workers, health system leaders, community organizations, contractors, businesses, advisory groups and coalitions to assist with community health improvement by implementing evidence-based practices for one or more of SHDHD’s health priorities: substance misuse, mental health, access to care, cancer, and obesity and related health conditions.

**KEY JOB DUTIES** may include (Illustrative only):

- Assist with planning, designing, implementing and evaluating community-wide and targeted health promotions and prevention efforts as defined by SHDHD Community Health Improvement plan and grant-funded programs and/or provide focused support for foundational capabilities, such as communications, surveillance and data management.
- Establish and maintain relationships and collaborate with Nebraska Department of Health and Human Services, other local health departments, 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.
- Assist in leading and facilitating 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 health improvement 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:**

*Note: SHDHD is aligning all positions with the Core Competencies of Public Health. The Program Assistant is considered a Tier 1-Front Line and Program Support. Tier 1 competencies may include responsibilities such as collecting and analyzing data, conducting restaurant inspections, assessing environmental hazards, providing health education, building community relationships, providing customer service, delivering services, coordinating meetings, organizing records, supporting programs, and providing technical expertise. (from: Core Competencies for Public Health Professionals, Council on Linkages, 2021). These core competencies are goals for this position to be aware of and work toward:*

- Analysis and Assessment:
  - 1.3. Collects valid and reliable quantitative and qualitative data
  - 1.7. Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information
- Policy Development and Program Planning:
  - 2.2. Implements policies, programs, and services.
  - 2.3. Evaluates policies, programs, services, and organizational performance.
  - 2.4. Improves policies, programs, services, and organizational performance.
  - 2.5. Influences policies, programs, and services external to the organization.
  - 2.7. Implements community health improvement plan.
- Communication Skills:
  - 3.1. Determines communication strategies.
  - 3.2. Communicates with internal and external audiences.
  - 3.4. Facilitates communication among individuals, groups, and organizations.
- Health Equity Skills:
  - 4.1. Applies principles of ethics, diversity, equity, inclusion, and justice.
- Community Partnership Skills:
  - 5.4. Collaborates with community members and organizations.
  - 5.5. Shares power and ownership with community members and others.
- Public Health Sciences Skills:
  - 6.2. Applies public health sciences in delivering the 10 Essential Public Health Services.
  - 6.3. Uses evidence in developing, implementing, evaluating, and improving policies, programs, and services.
- Management and Finance Skills:
  - 7.6. Manages financial resources.
  - 7.8. Manages programs and services.
  - 7.10. Applies critical thinking in decision making.
  - 7.11. Engages individuals and teams to achieve program and organizational goals.
  - 7.12. Facilitates collaboration among individuals, groups, and organizations.
  - 7.13. Engages in performance management.
- Leadership and Systems Thinking:
  - 8.1. Creates opportunities to achieve cross-sector alignment.
  - 8.2. Implements a vision for a healthy community.
  - 8.8. Advocates for public health
- 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.