

COMMUNITY HEALTH SPECIALIST

JOB PURPOSE AND SUMMARY

Positions in this class are responsible for gathering input and collaborating with community partners to inform the development and implementation of community-based public health policies and programs. Emphasis is on community mobilization, basic assessment skills, program planning and development, communication, cultural competency and policy development. Interaction with socio-economic and culturally diverse populations and community organizational partners is a key component of work activities. Work is generally performed independently and as part of an interdisciplinary team.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Develop, facilitate, and support community partnerships to promote the health of the population.
- Solicit community-based input from individuals and organizations and gather information that will inform development of public health policy and programs.
- Provide and organize community education and convey public health information using a variety of approaches.
- Recruit and support community members for engagement in coalitions, work groups, advisory groups, and public health initiatives.
- Provide resources and technical assistance to community organizations regarding public health programs and issues.
- Provide information and engage community partners in use of best and promising practices.
- Identify mechanisms to monitor and evaluate programs for effectiveness and quality.
- Participate in program planning processes.
- Track and report activities.
- Develop information, educational marketing, or outreach materials.
- Perform other activities as assigned.

QUALIFICATIONS

Education and Experience: A Master's degree in Public Health or closely related field and two (2) years of related experience or a Bachelor's degree involving major study in the above mentioned area and four (4) years' experience of related experience.

Knowledge of: Organizational and community assessment principles, practices, and techniques; public relations, mass communications, and marketing techniques; principles of public health, social determinants of health and community level interventions appropriate to the development and implementation of population based prevention strategies; strategies for community mobilization; impact of socioeconomic status, race, ethnicity, mental or physical ability, religion, gender, gender expression, gender identity on behavior, attitudes, and values related to health; the role of cultural, social, and behavioral factors in determining the delivery of public health services; key components of cultural competency, awareness of differences, attitude to examine beliefs and values; knowledge of difference and skills to effectively and appropriately work across cultures; core competencies for Public Health professionals.

Ability to: plan and organize activities to meet established objectives; use group facilitation methods and use tact, discretion and good judgment in working with community partners; express ideas effectively both orally and in writing; maintain accurate records; effectively use a personal computer, software, email, and internet to accomplish job functions; research and implement appropriate strategies for effectively working with persons from diverse backgrounds; identify the role of cultural, social, and behavioral factors in determining the delivery of Public Health services; assist in the design and implementation of community collaborative approaches to improve population health.

Other Qualifications: must be able to respond to public health emergencies or exercises at any time; successfully complete basic incident management courses and participate in emergency response trainings as requested; protect the privacy and security of protected health information as defined in State and Federal law; adhere to OSHA/WISHA guidelines, including timely completion of mandatory trainings; possess a valid driver's license and insurance and have access to reliable transportation; adhere to the department's employee immunization policy and provide documents as requested; maintain specific licenses (if appropriate) and be available to periodically work evenings and weekends.

WORKING ENVIRONMENT

Work is performed in a variety of settings including office cubicle and community based settings. This classification is at low risk for exposure to blood products, human biohazards, laboratory chemicals, toxic materials or environmental hazards. Occasional lifting and carrying up to 20 pounds is required. Travel throughout the local area is a requirement of the classification. Ability to regularly use office equipment including computers, telephones, calculators, copiers, and FAX machine is required.