



Research, Innovation & Education Division
2570 4th St. SW, Suite 1
Mason City, IA 50401
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Position Description: Public Health Specialist
Reports To: Research, Innovation & Education Division Manager (RIEM)
FLSA Status: Exempt
Expected Work Week: Monday – Friday, 8:00 a.m. to 4:30 p.m.
Salary Range: \$50,000– \$60,000 annually, DOQ
Prepared By: Kara Vogelson, RIEM
Prepare Date: May 2019
Approved By: Brian Hanft, Director of Public Health
Approved Date: May 2019
Reviewed Date: September 2021

Definition:

The Public Health Specialist is a self-starter who can function comfortably in a team or independently; this person must relate well to co-workers and the public. This position requires a person who is organized and motivated, able to communicate effectively in writing and orally, and skilled in communication, data and reporting. This position requires flexibility and innovation; embracing this Department becoming the Chief Health Strategist, and the ability to manage time and multiple tasks with little supervision. The individual in this position must be able to assume a wide range of responsibilities, provide timely responses to deadlines and work well under pressure. The purpose of this position is to assist in the Research, Innovation & Education Manager of the overall day-to-day operations to assure the successful achievement of the department's vision, mission, values, and program objectives.

Duties to Include:

Under the general supervision of the Research, Innovation & Education Manager, the Public Health Specialist performs the following essential functions within the framework of CG Public Health's provision of core functions and essential services.

Responsibilities:

1. Continually improve the quality and performance of the CG Public Health system.
 - Lead or co-lead quality improvement (QI) work at the Department
 - Learn QI tools and methods
 - Facilitate QI Council and project meetings
 - Provide technical assistance to staff and develop data-based QI projects

- Gather Department-wide data related to outcomes; locate problems that arise with regularity
 - Continue to monitor and evaluate development and results of all improved programs and initiatives to determine results; modify as needed
 - Apply integrated management and QI practices across programs and the organization
 - Serve on the Integrated Management Council
 - Work in the Standard Work program and provide technical assistance to staff
2. Seek funding for projects.
- Assist in grant writing and management training to staff
 - Assist staff in setting priorities for grants annually
 - Embrace innovation, collaboration and adaptability
 - Research, locate and identify appropriate funding sources for projects/programs that align with departmental priorities established in publications such as, but not limited to the Strategic Plan and Health Improvement Plan along with mandated programs per Iowa Code
 - Prepare and submit grant applications
 - Track and document submitted applications and staff hours to monitor staff capacity
 - Organize materials and requirements for supporting grant proposals
 - Aid staff members in tracking outcomes
 - Partner to design, coordinate, and execute appropriate research projects and /or studies
 - Research opportunities as appropriate
 - Seek other funding mechanisms beyond grant funding
 - Ensure grant writing materials are updated annually (resumes, CVs, biosketches)
3. Assist in developing, coordinating, implementing and monitoring the Health Department's Community Health Needs Assessment and Health Improvement Plan (CHNA HIP).
- Advance knowledge of public health framework for community planning, health equity, social determinants of health and conducting evidence-based needs assessments
 - Garner support and buy in from community stakeholders; participate in coalition meetings
 - Foster relationships between this Department and other organizations
 - Coordinate the collection of qualitative and quantitative data and provide a framework for interpretation
 - Maintain accurate, up-to-date health status indicators, utilizing local, state and national data resources; refresh data at least annually
 - Understand complex research and translate into clear, actionable, strategic insight
 - Translate data into common language for community use and write professional reports
 - Coordinate logistics for community meetings
 - Develop a level of understanding of national, state & local level health systems and policy trends
 - Monitor and track community health improvement plan progress
4. In the absence of the Marketing & Public Information Officer, fulfill duties.
- Serve as Public Information Officer for CG Public Health and for the County in the event of a disaster or emergency or as needed

- Work with health department staff, county agencies, professional organizations, schools, and the general public to develop communication strategies for the purpose of improving public access to information
 - Serve as the Department's media contact; serve as a media spokesperson and/or designate appropriate staff for public contact
 - Organize and facilitate interviews and conferences when needed.
 - Market programs via multiple methods: social media, radio, etc.
5. Assist in developing, coordinating, implementing and monitoring the Health Department's Strategic Plan.
- Assist in development and implementation of the Strategic Plan
 - Lead teams as appropriate
 - Participate fully in an inclusive, welcoming, diverse and creative work environment
 - Embrace Strategic Plan values and strategic priorities
 - Assist staff in monitoring and tracking Strategic Plan progress
6. Coordinate/implement programs and services as deemed appropriate by the Research, Innovation & Education Manager.
7. Other duties as assigned.

Education and Experience:

- A Bachelor's Degree from an accredited college or university in a science, health policy, public health, data or organizational development field with three (3) years of professional level experience in group facilitation, funding procurement, program planning, data gathering and analysis, population health, organizational development and/or quality improvement.
- Master's Degree preferred.
- Knowledge of federal and state government in public health work, knowledge of Public Health Accreditation, and experience working on large-scale projects requiring data collection, analysis, report writing and dissemination preferred.

Public health core competencies are the central knowledge, skills, and attitudes necessary for the public health workforce to practice effectively and achieve the core functions of public health. *Core Competencies required for this position: Analytical/assessment skills, policy development/program planning skills, communication skills, cultural competency skills, community dimensions of practice skills, public health sciences, leadership and systems thinking skills, financial planning and management skills.*

Public Health Preparedness:

- Knowledge of public health preparedness issues. Knowledge of Incident Command System and National Incident Management System. Ability to achieve departmentally funded National Incident Command System competency training compliancy.

Training/Continuing Education Requirements:

- Training and continuing education are highly valued and supported at the CG Public Health. This position will have a **minimum of 40 continuing education credits per year**. Additional requirements may apply based on certifications & licensing available.

Licensure Requirements:

- None required

Optional Licensure Incentives:

- Any approved licensure or certification listed per CG Public Health Employee Handbook.

Physical Requirements:

- The job will involve frequent activities that include walking, sitting, and standing. Individual will be required to carry audio-visual equipment that weighs up to 50 pounds. The individual will be required to have corrected 20/20 vision and color vision. The individual will be required to have hearing ability not to exceed hearing loss greater than 50 decibels at any frequency.

Special Requirements:

- Valid Iowa driver's license if driving on county business.
- Ability to obtain automobile insurance if personal vehicle is ever used for county business for which mileage reimbursement would be received. To be reimbursed for mileage, must provide proof of auto insurance in the amounts of 100/300/100.
- Ability to maintain correct ergonomic posture and hand positions and utilize exercises to alleviate possible carpal tunnel syndrome.

Environmental Adaptability:

The job will not cause exposure to high-risk environmental exposure unless there is a public health disaster. Possible risks would include exposure to biological agents, fumes, toxic gases, chemicals, radiological agents, explosions and outdoor weather conditions.

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

Persons with disabilities: The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.