



Research, Innovation & Education Division
2570 4th Street SW, Suite 1
Mason City, IA 50401
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Position Description: Public Health Strategist
Reports To: Research, Innovation & Education Manager (RIEM)
Division Manager: Alyse DeVries, RIEM
FLSA Status: Exempt, Full-time
Expected Work Week: Monday – Friday, 8:00 a.m. to 4:30 p.m.
Salary Range: \$50,000-\$60,000 DOQ
Prepared By: Alyse DeVries, RIEM
Prepare Date: June 1, 2022
Approved By: Kara Vogelsson, Public Health Director
Approved Date: June 2022
Reviewed Date: June 2022

Definition:

The Public Health Strategist is an organized and process-oriented leader. This position requires a person who is a motivated, innovative, positive and is comfortable working both independently and as a part of a team. This position requires flexibility 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 Public Health Strategist’s role is to continuously strive to improve processes, programs, and the department’s impact on the communities we serve. This position will be motivated to lead the department towards the future of public health and motivate teams and programs to engage in maintaining the high standards set for nationally accredited health departments and the Quality Improvement process. The Public Health Strategist will be highly engaged in the department’s foundational documents and programs (e.g. Quality Improvement, Integrated Management, Community Health Assessment and Health Improvement Plan and Strategic Plan) as well as Public Health Accreditation. Grant applications and awards support CG Public Health’s reach and broad scope in the region, this role will work with staff to secure funding for current and new programs and initiatives that align with the department’s core plans and mission, vision, and values.

Duties to Include:

The Public Health Strategist performs the following essential functions within the framework of CG Public Health’s provision of core functions and essential services:

Responsibilities:

1. Public Health Accreditation Board (PHAB) Accreditation

- Assist in maintaining of public health accreditation through the national Public Health Accreditation Board (PHAB)
- Develop knowledge and understanding of the PHAB reaccreditation process, PHAB standards, measures and domains
- Provide insight and guidance to staff on how to interpret PHAB's "Guide to Standards and Measures Interpretation" and use the PHAB "Acronyms and Glossary of Terms"
- Work with staff to collect applicable documentation
- Create or assist in creating policies and plans to comply with accreditation
- Maintain existing e-document file system for documentation and upload to and properly utilize PHAB electronic site
- Ensure that mid-term and annual accreditation reporting requirements are submitted to PHAB for continued accreditation status
- Recommend departmental operation changes to align with accreditation initiatives
- Ensure accreditation standards are upheld department-wide at all times

2. Quality Improvement

- 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
- Lead continuous departmental quality improvement initiatives
- Apply integrated management and QI practices across programs and the organization
- Serve on the Integrated Management Council and participate in the Standard Work program & provide technical assistance to staff

3. Grant funding

- Work with department staff to develop and solidify project and program ideas
- Gain and maintain understanding of formal Requests for Proposals (RFP) and Requests for Applications (RFA) and Notices of Funding Availability (NOFA)
- Prepare, and with work with staff to complete, grant planning documents and tools
- Write grant applications
- Submit and track grant applications
- 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
- Aid staff members in tracking outcomes
- Assist in grant writing and management annual and new-hire trainings to staff
- Assist staff in setting priorities for grants annually
- Embrace processes, innovation, collaboration, and adaptability

- Seek other funding mechanisms beyond grant funding
- Ensure grant writing materials are updated annually (resumes, CVs, biosketches)

4. Community Health Assessment and Community Health Improvement Plan

- Maintain overall knowledge of the Health Department’s Community Health Assessment and Community Health Improvement Plan (CHA CHIP).
- Advance knowledge of public health framework for community planning, health equity, social determinants of health and conducting evidence-based needs assessments
- Foster relationships between this Department and other organizations
- Understand complex research; translate into clear and actionable information; regularly relay information to the public
- Participate in Community Health Assessment activities and lead committees when applicable

5. Strategic Plan

- Maintain overall knowledge of the Strategic Planning process
- Maintain knowledge of current Strategic Plan priorities and use to align funding opportunities and departmental and partnership initiatives
- Participate in and lead Strategic Plan 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
- Assist in development and implementation of the Strategic Plan

6. Coordinate/implement programs and services as deemed appropriate by the Research, Innovation & Education Manager.

7. Other duties as assigned.

8. Sustain an effective knowledge of the department’s public health preparedness and response plan.

- Review appropriate plans & train for emergency response roles(s).
- In times of response, fully participate in all assigned roles to respond to health emergencies.
- Assist with reporting and documenting emergency response activities.
- Assist with review and timely updates to the All-Hazards Emergency Response Plan.
- Participates in emergency preparedness trainings and exercises.

Education and Experience Required:

- 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: Communication skills, cultural competency skills, community dimensions of practice skills, analytical/assessment skills, policy development/program planning skills, public health sciences skills, leadership and systems thinking skills.*

Public Health Preparedness:

- Ability to gain knowledge of public health, EMS and hospital preparedness issues. Knowledge of the Incident Command System and National Incident Management System. Must achieve NIMS competency training compliancy. Employee will report to public health for emergency response as requested by the health director.

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 32 continuing education credits per year**. Additional requirements may apply based on certifications & licensing available.
- Completion of National Incident Management System's (NIMS) trainings: IS-100, IS-200 & IS-700

Licensure Requirements:

- None required

Optional Licensure Incentives:

- Any approved licensure or certification listed per CG Public Health Personnel Manual

Physical Requirements:

- The job will involve frequent activities that include walking, sitting, and standing. The individual will be required to have corrected 20/20 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.