



LANGLADE COUNTY JOB DESCRIPTION COMMUNITY HEALTH SPECIALIST

Department: Health Department
Reports to: Health Officer
Grade/Wage: Grade 15, \$21.00 to \$27.00
FLSA Status/Hours: Non-Exempt, 40 hours/week – Grant Funded
Revised: 9/24/2024

Summary:

Promote individual and population health by leading health planning initiatives. Responsibilities include program evaluation, planning, developing and implementing community health strategies. Applying community health interventions across a broad area of disciplines and the evaluation of public health programs.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform each essential function satisfactorily and in a timely manner. The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required or assigned.

Public Health Sciences:

- Participates in Health Department research and demonstration projects that seek to improve the health of communities and determine new ways to address health issues.
- Provides programs, screenings, referral and follow-up to staff, individuals and families who are members of a vulnerable population and/or high-risk groups.
- Supports plans related to community assessment, health improvement, and health planning.
- Assists in planning, development, implementation and evaluation of grant funded activities.
- Develops and implements processes that assure the active involvement of community members and stakeholders in public health programs or policies.
- Participates in the design and application of community health improvement strategies with community partners and stakeholders.
- Implements community-focused initiatives to promote health and prevent disease.

Community Dimensions of Practice:

- Establishes, expands and facilitates programs, and/or partnerships that address community health and emergency preparedness.
- Serves as a resource and advocate for health and health literacy in the county and promote health equity.
- Plans, organizes, and assists with emergency preparedness activities for the agency.
- Assist in the Community Health Assessment (CHA)/Community Health Improvement Plan (CHIP) process to include a focus on emergency preparedness activities.

Analysis & Assessment:

- Uses Quality Improvement and Performance Management processes and/or techniques to improve the effectiveness of public health programs.
- Support development and evaluate Public Health programs, performance measures and agency strategic plan.
- Plans and organizes assessment tools used within the department.
- Uses data to evaluate the outcomes of public health interventions.
- Utilizes data in the development of interventions, programs, policies, and plans.

Leadership and Systems Thinking:



- Contributes to work environment where continuous quality improvements in services and practice is pursued.
- Incorporates ethical standards of practice as the basis of interactions.
- Responds to diverse needs through the development of plans and initiatives related to health inequities.

Policy Development and Program Planning:

- Assist in policy development related to community health assessment and planning.
- Gathers information relevant to specific public health policy issues.
- Develop evaluation plans to assure the achievement of program objectives.

Communication & Cultural Competency:

- Responds to diverse needs related to communication of public health services.
- Delivers targeted, culturally competent information to help individuals and groups understand health promotion and disease prevention information, policies, and regulations.
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, ethnic, sexual orientations, lifestyles and physical abilities.

Other

- Participates in emergency response preparedness training and drills.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience:

- Bachelor's Degree preferred with emphasis in health-related field, or consideration may be given to Associated degrees plus 1-year related experience and/or training; or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Experience in data analysis including quantitative and qualitative evaluation or programs and services.
- Experience providing customer service (e.g., obtaining/providing information, coordinating services, etc.).

Knowledge, Skills and Abilities:

- Strong, effective verbal and written communication skills.
- Ability to work independently, manage and prioritize own workload and cope with competing demands.
- Ability to exhibit professional, positive attitude and work ethic.
- Excellent interpersonal skills required and ability to interact professionally with culturally diverse individuals during a time of crisis and distress.
- Critical thinking skills and sound judgement.
- Handle confidential information with discretion and professionalism.
- Outstanding interpersonal and leadership skills, problem solving and organizational abilities.
- Provide leadership and direction to diverse individuals and groups.
- Conceptualize problems and create solutions on a population and individual level.
- Knowledge of social marketing principles, public information and mass media.

Technological Skills:



Working knowledge of Windows and Microsoft Office Suite.

Physical 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 regularly required to talk or listen.
- The employee frequently is required to stand, walk and sit.
- The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.
- Must be able to be fitted and wear NIOSH 95 mask.

Work Environment: *The work environment 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.*

- Normal office working environment with little or no discomfort.
- The noise level in the work environment will range from quiet to moderately loud.

Langlade County is an Equal Opportunity Provider/Employer. In compliance with the American Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Date