

**Lincoln County
Position Description**

Position Title: Community Health Planner Opioid Grant Coordinator - LTE	Department: Health Department
Pay Grade: Grade H	FLSA: Non-Exempt
Date: June 2023	Reports to: Director/Health Officer

Purpose of Position

To serve as the Community Health Planner for Lincoln County to engage internal and external public health stakeholders in the development, promotion, maintenance, execution and evaluation of various departmental plans that address the health needs of our community and enhance operational processes of the department.

Essential Duties and Responsibilities

The Community Health Planner performs the following functions within the framework of Lincoln County Health Department's provision of the core functions and essential services of public health. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Public Health Science

1. Provides leadership and facilitation in the process of developing and applying evidence-based practices to community health improvement strategies into specific, measurable action plans in partnership with public and private organizations.
2. Researches and retrieves information regarding evidence-based health promotion initiatives and programs.

Analysis and Assessment

3. Participate and or conduct community needs assessments.
4. Implement data collection methods and tools to evaluate the effectiveness of programs that improve health outcomes
5. Gather, organize, present and maintain data reports for program monitoring, evaluation and improvement of programs plans and grants.
6. Assess the health impacts of policies, plans and projects across social, economic and environmental sectors using quantitative, qualitative and participatory techniques.
7. Maintain, update and use computerized data management systems.
8. Adheres to ethical principles and Lincoln County Health Department policy in the collection, maintenance, use, and dissemination of data and information.

Policy Development and Program Planning

9. Assist in developing and implementing a community involvement process that assures the informational exchange necessary to provide Public Health's input into appropriate plans and policies; identify potential barriers to new policy development and implementation.

10. Promotes the community's understanding of, and advocacy for, policies and activities that will improve community's health.
11. Leads and manages health education strategies with direct program staff and community partners.
12. Develop evaluation plans to assure the achievement of program objectives. Evaluation results are collected, analyzed, interpreted, and findings are reported to the staff, decision-makers, and community partners.
13. Write and update policies and procedure; assists with policy development within the agency and the community.

Community Partnership and Engagement

14. Assists in the development and coordination of community and agency partnerships to address identified community health priorities and improve population health; develop and implement processes to ensure public involvement and input.
15. Provide leadership and or facilitate community coalitions by collaborating to positively impact behavior, policy, and environmental change.
16. Designs and delivers training and technical assistance for staff, students, and community agency on public health essential services and best practices.
17. Evaluate the effectiveness of community engagement strategies on public health policies, programs, and resources.

Communication and Cultural Competency

18. Develops and implement communication plans to promote programs delivered through publications (newsletters/brochures), stories, reports, websites and media using techniques that best suit the target audience.
19. Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic, sexual orientations, lifestyles and physical abilities.
20. Provide health education resources and information by utilizing effective problem solving skills and understanding various ways and means for identifying and disseminating appropriate information and resources to a target audience considering culture and literacy.
21. Develop and manage the creation, editing, approvals and production of agency electronic and social media communications, and printed collateral within timelines and budget constraints.
22. Provide evaluation and analysis of communications activities, including developing metrics, monitoring expenses and campaign results, and preparing written reports; recommend strategies for continued improvement based on results of analysis.

Financial Planning and Management

23. Participates in developing resources for health promotion and disease prevention initiatives and activities through assessment and analysis including cost-benefit, cost effectiveness, and cost-utility analyses; contributes to the preparation of proposals for funding from external resources.
24. Collaborates in activities such as time studies that contribute to the development of budgets and the efficient use of resources.

Leadership and Systems Thinking

25. Responsible for using quality improvement (QI) and performance management (PM) processes and/or techniques to improve the effectiveness of the respective public health program. This includes, but is not limited to: creating, implementing, and evaluating performance standards and identifying, implementing, and assessing program quality improvement processes.
26. Maintain confidential client records and prepares and maintain reports such as daily activity reports and grant deliverable reports.
27. Adheres to Occupational Safety and Health Administration standards, such as those concerning exposure to bloodborne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.

Other

28. Performs other duties as assigned consistent with job classification.

Minimum Training and Experience Required to Perform Essential Job Functions

Graduation from a college or university with a Bachelor of Science degree in, community health, public health, communications, marketing, public relations, or health-related or community organization field. One to two years of experience preferred in community organization.

Preferred:

- Experience working on special campaigns
- Leading programs and events
- Working with advocacy and strategic development

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. 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.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Some bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. The employee must occasionally lift, carry, and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Driving is required.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.

Computer and Office Equipment

- Must be proficient in Microsoft Office programs and ability to use the Access, Word and Excel functions.

- Demonstrate competency in using design programs such as Canva, online and social platforms.
- Ability to utilize a personal computer for data management including word processing, e-mail and information gathering.
- Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, etc.
- Demonstrate knowledge of and usage of field equipment.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percents, and make use of the principles of algebra and descriptive statistics.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to establish and maintain effective working relationships with a wide variety of individuals using appropriate interpersonal skills.
- Ability to perform and prioritize multiple tasks and meet deadlines under pressure.
- Ability to develop presentations, publications, and curriculum. Ability to effectively present information to stakeholders, public groups, and individuals.
- Ability to communicate effectively, orally and written, with people at various levels both within and outside the department.
- Knowledge of data analysis and research methods.
- Knowledge of social marketing principles, public information and mass media.
- Ability to establish and maintain effective working relationships with employees, general public, other departments, agencies and state officials and work with person with varying levels of education, understanding and values in a culturally sensitive manner.
- Ability to work with groups and facilitate meetings.
- Ability to apply time-management skills and ability to prioritize job-related activities.
- Ability to demonstrate leadership, independent judgment and critical thinking skills.
- Ability to accommodate flexible scheduling to address program or client needs.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Environmental Adaptability

- Ability to work effectively in a public health environment.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors, such as disease, may cause discomfort and poses a limited risk of injury.
- Ability to work effectively in an office environment.
- Must be able to meet required deadlines, which may be stressful.
- Must have ability to interact positively with other staff, county and State department personnel and the general public.

Lincoln County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date