

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Public Health Specialist

Department: Health and Human Services

Reports to: Public Health Manager

Pay Grade: I

Date: August 1, 2023

Hours Per Week: 40

PURPOSE OF POSITION

The purpose of this position is to promote and protect the health of the community through the assessment, planning, coordination, and monitoring of programs that improve health outcomes. This position will be knowledgeable in all areas of public health.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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.

- Act as a liaison and representative on community committees and coalitions, sharing resources and encouraging collaboration to meet common goals that support department values.
- Contribute to the department's community needs assessment process. Which includes; health improvement goal setting, identification of health policy and action, program development and creation, monitoring and evaluating the plan.
- Prepare and conduct public health education programs and in a variety of community settings as an effort to fulfill department goals and objectives.
- Provide programs and services to abate and remove human health hazards by conducting investigations and surveillance into reported health hazards.
- Provide information and nursing services for environmental health, water and blood lead testing programs.
- Provide follow up services for communicable disease.
- Provide information and preventative health programs for community, including fluoride program, communicable diseases, sexually transmitted diseases, environmental health, etc.
- Maintains confidential records and prepares reports as required.
- Provide assistance in developing policies and procedures, and evaluation of programs.
- Prepare public education materials for distribution and participates in public meetings on public health related issues.
- Participate in preparedness exercise and trainings as assigned.
- Represents Richland County Health and Human Services to the community at large through professional interaction, clinical consultation, public speaking, media presentations, and participation in community advisory groups as requested.
- Comply with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.

- Participates in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.
- Follows Universal Precautions and all other OSHA required Programs and Procedures.
- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Bachelor's Degree in public health, health education, social services, epidemiology, health administration, environmental health or related field.
- Two years of professional experience in health field preferred.
- Equivalent work experience and education may be considered in lieu of preferred education requirements.
- Certified Health Education Specialist is a plus.
- Working knowledge of computers, computer programs, typing, and data entry.
- Current WI driver's license and unlimited access to reliable transportation.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to provide first line supervision, assign, review, and plan the work of others.
- Ability to advise and interpret how to apply policies, procedures, and standards to specific situations.
- Ability to utilize data and information such as program policy manuals, medical reference books and materials, plat books, and state and local health program resource books.
- Ability to communicate effectively with clients, supervisor, physicians, other health professionals, law enforcement, the general public, hospital, clinic and school personnel, and department staff both in person and in writing.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and fractions.
- Ability to compare, count, differentiate, measure and/or sort data and information.
- Ability to classify, compute, tabulate, and categorize data.

Judgment and Situational Reasoning

- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to apply situational reasoning ability by exercising judgement in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements in operating educational aids and office equipment.

- Ability to exert moderate effort in sedentary to light work, including stooping, kneeling, crouching. Ability to handle, finger and feel. Ability to lift and carry.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures etc. associated with objects, materials and ingredients.
- Ability to operate medical equipment and diagnostic instruments requiring simple, periodic adjustments.
- Ability to move and guide material using simple tools.
- Ability to physically respond to a variety of settings to provide services, including office, community locations, private residences, jail, etc.
- Ability to operate a motor vehicle.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/or dust, to work under moderately safe and comfortable conditions.
- Ability to visit environments with a moderate risk for disease or physical harm.

Richland 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 and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date