



GRAND TRAVERSE COUNTY, MI HEALTH PROGRAM COORDINATOR JOB DESCRIPTION

Title:	Health Program Coordinator
GENERAL SUMMARY	
<p>Primary function of the job is to coordinate a health program and staff within assigned area, ensuring program compliance with applicable public health statutes, laws, and other associated regulations. Program areas of assignment may include: Maternal Child Health, Disease Control and Prevention, Adolescent Health, Quality or Education.</p> <p>Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.</p> <p>This position may require irregular hours. This position may require travel by the employee in the employee's own vehicle.</p>	
PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)	
<ul style="list-style-type: none">● Coordinates designated public health staff, including training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with the Health Department and County objectives.● Plans and administers health service and community outreach programs within assigned area. Establishes priorities, monitors caseload and client participation, evaluates the effectiveness, efficiency, and fiscal soundness of assigned programs. Develops, implements, analyzes, and adjusts plans to improve participation and services.● Reviews potential client eligibility for participation in applicable health program(s) and makes determinations on program acceptance; performs client assessments to determine specialized needs. Acts as a health advocate for individuals, families and the community.● Promotes immunization recommendations.● Monitors program compliance with applicable program policies and procedures. Prepares reports, maintains records, searches for and compiles data.● Assists in the review, development, and implementation of policies, procedures, processes, and guidelines under the supervision of the Program Supervisor, Director and County Health Officer.● Prepares staff and program for mandated evaluations and accreditation reviews; develops corrective action plans in areas found to be in non-compliance.● Complies with privacy and security laws (HIPAA), Federal, State, and Agency policies, and procedures.● Complies with all job safety requirements, including OSHA standards and quality control requirements. Participates in continuing education programs and self-directed education to keep skills and knowledge current.● Demonstrates appropriate communication skills in addressing co-workers, community members and partners, and clients.● Demonstrates basic computer skills and willingness to adapt to new software programs as indicated.● Demonstrates dependable and reliable attendance patterns.● Participates in trainings, drills, investigations, and team responses to public health emergencies and bioterrorism events.● Maintains appropriate levels of supplies and materials in support of unit operations and activities.● Assists with researching, writing, and coordinating grants, including monitoring grant expenditures and preparing grant reports.	



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- Participates in Community Health Outreach activities and events.
- All other duties as assigned or delegated.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Bachelor's or Master's degree in health services or related field, ie BSN, MSW, Nutrition, MPH, MSN, MS.
- Two to four years of progressively responsible, directly related experience desired.

CERTIFICATIONS, LICENSES (minimum requirements)

- Appropriate licenses and certification as required by program assignment in the State of Michigan, i.e. consideration given for RN, RD, MSW, NP, CHES.
- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

CONDITIONS OF EMPLOYMENT (minimum qualification - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Work involves evaluating the relevance and importance of theories, concepts, and principles to develop different approaches or tactical plans to fit specific circumstances where guidelines may not exist, but are flexible and open to considerable interpretation. Independent judgment, personal discretion, and resourcefulness are needed to interpret and apply guidelines. Errors at this level could lead to the loss of life or major harm or life impairment.

In comparison to the Health Program Supervisor, does not have any formal supervisory responsibilities.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; smell; use hands to finger, handle, or feel.
- Position occasionally works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be exposed to fumes or airborne particles; infectious diseases; criminal suspects or prison inmates.
- May occasionally be required to lift/move up to 50 pounds.

ORGANIZATIONAL KEY COMPETENCIES

All Grand Traverse County Health Department employees are expected to provide professional preventative health services in a compassionate, efficient, progressive, comprehensive, and holistic manner. Additionally, all Grand Traverse County employees are expected to demonstrate a commitment to the following values:

- Serve with Integrity
- Be Innovative



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- Be Accountable
- Engage the Team
- Provide Service
- Be Transparent

COMPETENCIES Position Specific Key Competencies for Public Health Professionals, also known as Core Competencies, are a consensus set of skills for the broad practice of public health, as defined by the 10 Essential Public Health Services:

Analytical/Assessment Skills

- Assesses and describes community health status and factors influencing the health of the community, including social determinants of health
- Explains how community health assessments use information about health status, factors influencing health, assets, and resources
- Identifies, analyzes, uses, interprets, and compares valid and reliable quantitative and qualitative data
- Resolves gaps in data
- Identifies assets and resources that can be used for improving the health of the community
- Describes how evidence (e.g., data, findings reported in peer-reviewed literature, evidenced based practices) is used in decision making
- Makes evidence-based decisions using data and other information
- Applies ethical principles on the use of data and information
- Advocates for the use of evidence in decision making using public health science skills
- Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information

Policy Development/Program Planning Skills

- Contributes to community health improvement planning
- Contributes to the development and implements organizational strategic plan
- Develops program goals and objectives with supervisor
- Identifies current trends affecting the health of the community
- Gathers information that can inform the development of and assists in developing options for policies, programs and services
- Implements policies, programs, and services
- Explains the importance of and gathers information for evaluations to improve policies, programs, and services
- Applies strategies for continuous quality improvement
- Uses public health informatics to develop, support, and improve policies, programs and services

Communication Skills

- Assesses and ensures that the literacy of populations served (e.g., ability to obtain, interpret, and use health and other information; social media literacy) is reflected in the organization's policies, programs, and services
- Communicates in writing and orally with linguistic and cultural proficiency
- Solicits input from individuals and organizations for improving the health of a community
- Suggests approaches for disseminating public health data and information
- Conveys data and information to professionals and the public using a variety of approaches
- Communicates information to influence behavior and improve health
- Communicates the roles of governmental public health, health care, and other partners in improving the health of a community

Cultural Competency Skills



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- Describes the concept of diversity as it applies to individuals, populations, and the community served
- Recognizes the ways diversity may influence policies, programs, services, and the health of the community
- Supports diverse perspectives and ensures the diversity in individuals and populations when developing, implementing, and evaluating policies, programs, and services that affect the health of the community
- Describes the effects of policies, programs, and services on different populations in the community

Community Dimensions of Practice Skills

- Distinguishes the roles and responsibilities of governmental and non-governmental organizations to improve the health of a community
- Identifies, suggests, establishes, and maintains relationships that affect and are needed to support health in the community
- Uses community input for developing, implementing, evaluating, and improving policies, programs, and services
- Uses and explains the way assets and resources to improve health in a community
- Advocates for and informs the public about policies, programs, and resources that improve health in a community
- Describes the importance of and may collaborate in community-based participatory research

Public Health Sciences Skills

- Discusses the scientific foundation of and describes prominent events in public health
- Retrieves evidence from multiple sources to support decision making
- Applies public health sciences in the delivery of public health services
- Determines limitations of evidence (e.g., validity, reliability, sample size, bias, generalizability)
- Uses evidence used in developing, implementing, evaluating, and improving policies, programs, and services
- Contributes to the public health evidence base

Financial Planning and Management Skills

- Explains public health funding mechanisms and describes governmental agencies with authority to impact the specific health needs of a community
- Implements organizational policies and procedures
- Develops program performance standards and measures
- Assists in the development and defense of program budgets
- Motivates personnel for the purpose of achieving program and organization goals
- Use evaluation results to improve program and organizational performance
- Describes and uses performance management systems for program and organizational improvement

Leadership and Systems Thinking Skills

- Incorporates ethical standards of practice into all interactions
- Describes public health as part of a larger inter-related system of organizations working together or individually to impact the health of populations at local, national, and global levels
- Collaborates with individuals and organizations in developing a vision for a healthy community (e.g. emphasis on prevention, health equity for all, excellence, and innovation)
- Advocates for the role of public health in population health
- Ensures use of professional development opportunities by individuals and teams
- Contributes to continuous improvement of individual, program, and organizational performance. Is able to analyze internal and external facilitators and barriers that may affect the delivery of public health (using quality improvement methods and tools, including root cause analysis)



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