

CARBON COUNTY MONTANA

JOB DESCRIPTION FORM

Job Title: Public Health Coordinator

Position#:

Department: Public Health

Reports To: Carbon County Board of Commissioners

Revised New Regular Temporary Non-Union Union

Full-Time Part-Time Hours per week: 0.00 Nonexempt Exempt

Reason for opening: Creation of in-house Public Health Department

Prepared By: Commissioners

Date: 7/6/21

I. PURPOSE OF THE JOB (What are the end results or objectives of this position? Why does the job exist? What are the primary responsibilities?)

The Public Health Coordinator coordinates a public health program and staff to ensure program compliance with applicable public health statutes, laws, and other associated regulations. Duties include planning, organizing, managing, and directing program operations which include professional, fiscal, and personnel management functions and performing in-depth analyses of complex problems affecting program efficiency. This includes administering public health programs, maintaining patient and program activity records, preparing required reports and obtaining adequate public health funding. Duties also include establishing program goals and objectives and evaluating performance; may supervise a staff of professional, technical, and clerical personnel; and performs related duties as required.

II. ESSENTIAL FUNCTIONS (What activities are required for the position to exist? Estimate the percentage of time spent in each.)

- Plan and administer public health service and community outreach programs, including establishing priorities, goals and objectives; monitoring and evaluating the effectiveness, and efficiency of programs; and developing and implementing plans to improve services designed to prevent disease and illness, promote healthy choices and deliver quality health care.
- Coordinate designated public health staff, including training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with County objectives. Ensure comprehensive nursing services are available to the County.
- Supervise and participate in analytical studies of organization, budgetary and administrative problems, and recommend improvement in methods and procedures to maximize efficiency and quality of County health programs and services.
- Analyze other states' public health programs and national health care standards and guidelines to determine appropriate strategies, tools and systems to employ and to

evaluate quality and performance of programs in the interest of continuous improvement.

- Supervise and participate in the preparation of program budget(s) by reviewing and analyzing service levels, revenue projections, operating costs and projected improvements for conformity with the overall departmental program. Monitor revenues and expenditures in assigned areas to assure sound fiscal control and prepare annual budget requests. Ensure effective and efficient use of budgeted funds, personnel, facilities, and time.
- Participate in and/or report to a variety of meetings, committees, professional associations, Boards, and/or other related groups. Coordinate staff of Public Health Department and others to ensure effective exchange of information, promote resource sharing, and avoid redundancies in program delivery.
- Draft contracts and grant applications and monitor contracts for compliance with financial and performance standards. Approve solutions to contractual problems. Assist with researching, writing, and coordinating grants, including monitoring grant expenditures and preparing grant reports.
- Perform public speaking by discussing and explaining department plans and programs at public and community meetings, legislative and administrative hearings, and appropriate forums. Receive community input and review, evaluate, modify, and propose programs to meet community needs.
- Plan community wide education and information programs and participates in advisory boards to promote public health goals and empower county citizens to make healthy choices. Coordinate outreach, training, and related functions to support ongoing operations, develop and disseminate outreach materials, and respond to programmatic inquiries and informational requests.
- Coordinate the various programs and services related to prevention services to prevent disease and injury in the community. Respond to public health emergencies, investigate disease outbreaks, and provide quality health information. Services and information include but are not limited to Immunizations, Communicable Disease and STDs, Emergency Preparedness, Cancer Control (including Tobacco and Breast and Cervical Health), and HIV Prevention and Case Management, Health Promotion and Wellness.
- Implement strategies to obtain sustainable public health funding for the delivery of quality services and programs that meet the needs of the community members. Identify funding sources; apply for grants; stay current about funding at the local, state, and national level; promote long-term funding planning; and identify opportunities to expand billable services.
- Monitor and maintain appropriate levels of resources, supplies, and materials in support of unit operations and activities.
- Evaluate potential client eligibility for participation in applicable health program(s) and make determinations on program acceptance including performing client assessments to determine specialized needs. Monitor program caseload and client participation to ensure program maintains fiscal soundness; make adjustments as appropriate based on caseload and participation analysis results.
- Ensure that clinical documentation regarding clients is secure, confidential, and maintained in compliance with Health Department policy and state and federal regulation.
- Review the strategic plans of the County on a yearly basis to ensure they meet

community health needs and that services are coordinated to maximize the effective use of resources and personnel.

III. OTHER DUTIES AND RESPONSIBILITIES (Responsibilities/important duties performed occasionally or in addition to the essential functions of the position.)

- Answer complex inquiries and complaints within area of expertise from the public, community groups, private and public agencies, and others to promote program objectives and provide transparency in operations.
- Attend regional public health meetings and conferences, meet with regional partners, and negotiate agreements to maximize services available to County citizens.
- Work with Commissioners, Disaster Emergency Coordinator (DES) Coordinator, Sanitarian, Fire Warden, the Sheriff and other county staff to oversee response during disaster or emergency situations and ensures that applicable health and safety procedures are followed including the Montana Safety Culture Act.
- Administer various departmental programs for training purposes with the oversight of the County Commissioners.
- Perform the duties outlined in the Department's Disaster Manual in the event of a disaster or public health emergency.
- Perform other duties as assigned including but not limited to managing special projects, attending meetings and conferences, providing backup for other staff, participating in on-going training, etc..

IV. KNOWLEDGE AND SKILLS (For each, indicate whether it is required, preferred, or desirable. Include licenses and certificates.)

Required:

Knowledge of physical, biological and behavioral sciences; the principles and practice of Public Health Nursing; assessment, diagnosis, planning, intervention and evaluation practices; and medical and patient care practices. Requires knowledge of nutritional principles and practices; educational and learning theories; public health funding sources and grant writing; health psychology theories; community assessments; and program implementation and evaluation.

The job requires excellent verbal and written communication skills; analytical skills necessary to prepare nursing care plans, coordinate and implement effective nursing care; and to develop solutions to problems concerning a patient's mental or physical well-being. Requires skills in public relations, organizing and prioritizing work; and in developing approaches to sensitive issues that have significant impacts on patients, stakeholders, and Health Department programs.

The job requires the ability to exercise independent professional judgment, to delegate work to others, evaluate services, to project a positive image of the Public Health Department, and to work effectively in treating patients that range from infants to the elderly.

Education:

The job requires an Associate's Degree in Nursing and two (2) years nursing experience.

Preferred: A Bachelor's Degree in Nursing and certification in Community Health Nursing or a Master's Degree in Public Health or related field.

The job also requires possession of a current license to practice as a Nurse in the State of Montana and possession of a valid Montana driver's license.	
V.	FISCAL RESPONSIBILITY (Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions.)
Prepare and monitor annual budgets, including grant budgets	
VI.	EXTENT OF PUBLIC CONTACT (Within and outside the company)
Extensive contact with the public, County Elected and Appointed Officials, and County contractors.	
VII.	WORKING CONDITIONS AND ENVIRONMENT (Necessary travel, unusual work hours, unusual environmental conditions, etc.)
Work involves both office and field duties. Office work is primarily administrative. Field work includes inspections.	

VIII. PHYSICAL REQUIREMENTS TO PERFORM THE ESSENTIAL FUNCTIONS
 (The essential duties of this position involve the following level of physical activity:)

Physical Activity	Definition	Check one that best describes the frequency			
		Never	Occasionally	Frequently	Continually
Repetitive Motion	Repeating movements of arms, hands, wrists	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talking	Express or exchange ideas verbally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing	Perceive sound by ear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Seeing	Obtain impressions through the eye	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Activity Level	Definition	Check One
Sedentary	Occasionally lifting/carrying up to 10 pounds or pushing/pulling small objects Sits most of the time Infrequent to occasional walking or standing	<input type="checkbox"/>
Light	Frequently lifting, carrying, pushing or pulling up to 10 pounds <i>and/or</i> occasionally lifting, carrying, pushing or pulling up to 20 pounds Frequent walking or standing or sitting most of the time and using arms or legs to push/pull	<input type="checkbox"/>
Medium	Occasionally lifting, carrying, pushing or pulling 20-50 pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 10-20 pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling up to 10 pounds Occasional to frequent walking or standing	<input checked="" type="checkbox"/>
Heavy	Occasionally lifting, carrying, pushing or pulling 50-100 pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 20-50 pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling 10-20 pounds Occasional to frequent walking or standing	<input type="checkbox"/>
Very Heavy	Occasionally lifting, carrying, pushing or pulling 100+ pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 50+ pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling 20+ pounds Occasional to frequent walking or standing	<input type="checkbox"/>

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other duties upon the request of the supervisor or other governing entity.

For HR Use Only

Approved Denied

By: CC Board Of Commissioners

Date:

Comments: