

**CARBON COUNTY MONTANA
JOB DESCRIPTION FORM**

Job Title: Public Health Congregate Living Coordinator

Position#:

Department: Public Health

Reports To: Carbon County Public Health Director

Revised New Regular Temporary Non-Union Union

Full-Time Part-Time Hours per week: 40.00 Nonexempt Exempt

Reason for opening: New Position

Prepared By: Erin Cross

Date: 12/13/21

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?)

Provide a variety of professional and administrative services within the local health department to promote and maintain individual, group, and community health, primarily related to senior services and long-term care, schools and other group settings. Must function independently within the limits of the county, and/or other program guidelines and must maintain a good working relationship with all health department staff, various public and private agencies, collaborative partners, state agencies, and other health departments.

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

- Stays current on COVID-19 to appropriately answer questions to parents, students, faculty and staff and the public. Educate on infection control measures.
- Collaborate with the communicable disease program, including surveillance, to follow-up on communicable diseases in congregate settings.
- Provide education, data collection, training, and compliance education to congregate settings.
- Participation in community health activities and provides presentations on health topics. Work requires visits to long-term care facilities, and may involve contentious situations. Contact with individuals in healthcare situations may involve exposure to illness and disease.
- Develop and present health education and promotion programs, such as training workshops, conferences and school or community presentations.
- Prepare and distribute health education materials, such as reports, bulletins, and visual aids, to address COVID-19 and other communicable diseases in congregate settings.

<ul style="list-style-type: none"> • Maintain databases, mailing lists, telephone networks, and other information to facilitate the functioning of health education programs. Assist with public health emergency preparedness activities and deliverables. • Document activities and record information, such as the numbers of applications completed, presentations conducted, and persons assisted. • Performs other related duties as required and licensed to do so including community COVID-19 testing, education and contact tracing.
<p>III. OTHER DUTIES AND RESPONSIBILITIES (Responsibilities/important duties performed occasionally or in addition to the essential functions of the position.)</p>
<ul style="list-style-type: none"> • Must have the ability to work largely unsupervised, be creative, communicate effectively orally and in writing. • Ability to analyze complex problems, interpret operational needs, and develop integrated, creative solutions. • Performs assigned duties Maintains accurate and timely records and files. • Displays tact, consideration, and cooperation when dealing with the public. • Provides guidance, education and referral to appropriate resources • Maintains knowledge of new developments in public health. • Recommends and participates in the development of department policies and procedures in accordance with changing State and Federal regulations. • Assists congregate settings in health education needs. • Observes work hours, demonstrates punctuality, maintains confidentiality. • Establishes and maintains effective working relationships with fellow employees, supervisor, other organizations and the public.
<p>IV. KNOWLEDGE AND SKILLS (For each, indicate whether it is required, preferred, or desirable. Include licenses and certificates.)</p>
<p>A combination of education and experience equivalent to a college degree in public or community health, nursing, emergency preparedness or a closely related field. Experience in nursing, prevention, community or health education preferred. Must have a valid Montana driver's license.</p>
<p>V. FISCAL RESPONSIBILITY (Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions.)</p>
<p>Preparation and monitoring of grant related budgets.</p>
<p>VI. EXTENT OF PUBLIC CONTACT (Within and outside the company)</p>
<p>Extensive contact with the public, County Elected and Appointed Officials, and County contractors.</p>
<p>VII. WORKING CONDITIONS AND ENVIRONMENT (Necessary travel, unusual work hours, unusual environmental conditions, etc.)</p>
<p>Work involves both office and field duties. Office work is primarily administrative. Field work includes inspections</p>

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: Board Of Commissioners

Date:

Comments: