

MONO COUNTY
BARGAINING UNIT: MCPE
SALARY RANGE: Level I 66, Level II 70

Date Created: 10/7/19
FLSA: Non-Exempt

COMMUNITY HEALTH PROGRAM COORDINATOR I/II

DEFINITION

Under general direction, to plan, organize, direct, manage and evaluate public health programs through a multidisciplinary team approach. Responsibilities include, but not are limited to, ensuring compliance with federal, state, and/or local regulations, planning programs, implementing grant activities, completing periodic reports, providing public relations and presentations to community groups and policy makers, supporting collaborative efforts with community stakeholders, attending program related meetings and trainings, and performing related work as required.

DISTINGUISHING CHARACTERISTICS

Level I: An entry level position that has limited knowledge or experience in principles and methods of public health education, program design, grant management and evaluation, community relations and outreach, media relations, public speaking or health promotion. May provide lead direction to other assigned staff.

Level II: A lead coordinator position that requires 2 years of knowledge and experience in principles and methods of public health education, program design, grant management and evaluation, community relations and outreach, media relations, public speaking and health promotion. Additionally, may schedule, organize, assign, and supervise the work of assigned staff.

REPORTS TO

Public Health Director or designee

CLASSIFICATIONS DIRECTLY SUPERVISED

Level I: May provide lead direction to other staff as assigned

Level II: May directly supervise staff and provide lead direction to other staff as assigned

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

- Work in conjunction with Mono County staff and community partners to initiate, develop and maintain public health education programs;
- Utilize county, regional, state and federal resources to develop, implement, and evaluate public health programs in compliance with policy and procedures of the specific program;
- Co-write grant proposals and progress reports for the public health programs;
- Provide public outreach and represent the Public Health Department professionally in all facets of program functioning;
- Develop and present educational presentations to community groups and policy makers and interact with the public at Health Department events and meetings.
- Maintain accurate records of program objectives, implementation, and evaluation for reporting;
- Identify and network with community resources useful in implementing program activities.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs; correct hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; travel within Mono County as required for program implementation; frequent contact with staff and the public. Incumbent may work holidays or hours outside of the normal work schedule infrequently. All Mono County employees are Disaster Service Workers in the event of a disaster.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Theories, principles, goals and objectives of public health education and prevention, program management, policy, systems and environmental change.
- Budget, program planning, implementation and evaluation management.
- All societal factors which impact health programs.

Ability and willingness to:

- Understand and apply pertinent local state rules, regulations and procedures to public health programs.
- Establish and maintain cooperative working relationships with staff; policy makers, public, and other community and public agencies and other local regional, state, and federal agencies.
- Speak in public and be comfortable with people of all ages, cultures, race/ethnicities, socio-economic backgrounds, genders, and temperaments.
- Communicate effectively in both oral and written forms.
- Organize workload and set priorities.
- Work independently as needed.
- Prepare and present reports.
- Maintain and organize records and files.
- Use social media, office equipment and Microsoft software programs
- Support and follow the Public Health Department's goals, guiding principles, and Mission-Vision-Values Statement.

Training and Experience

Level I: Bachelor's Degree preferred from an accredited college or university with major course work in public health, health science, social science, or related field **-OR-** High school graduate or equivalent with 3 years work experience in a public health, social services, behavioral health or a related field.

Level II: Bachelor's Degree preferred from an accredited college or university with major course work in public health, health science, social science, or related field **-OR-** High school graduate or equivalent with 3 years work experience in a public health, social services, behavioral health or a related field.

-AND- 2 years work experience in a similar position including front line supervision.

Special Requirements

Possession of a valid driver's license