

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Health Program Coordinator
ALLOCATION: Health & Human Services
FLSA STATUS: Non-Exempt
UNION AFFILIATION: YCEA

ESTABLISHED: September 2012
REVISED:

JOB SUMMARY:

Under general direction, develop and disseminate health education programs; oversee staff and the preparation and presentation of health educational materials; provide a variety of oversight, coordinative and programmatic support to direct client service programs in County health services functions; act as the departmental and County liaison with other County departments, service providers and funding sources for assigned program; assist with contract/grant/program development and administration; and perform related duties as assigned.

This is a supervisor level in the health education series.

CLASS CHARACTERISTICS:

This position reports directly to the Director of Nurses. This is the sole supervisory level in the health education series.

EXAMPLES OF DUTIES:

Essential:

- Plan goals, objectives, policies and work standards for the assigned health services program; participate in program budget development, as well as cost tracking and projection.
- Plan, coordinate, implement and participate in health education programs, including prevention, education and guidance in areas that may include: HIV testing & counseling, nutrition education, emergency preparedness, behavior modification and disease prevention.
- Plan, organize, assign, direct and review the work of professional, technical and/or support staff; recommend selection of staff; train staff in work procedures; administer discipline as necessary; may recruit, train and review the work of volunteers; ensure their effective use within program requirements.
- Evaluate program effectiveness and attainment of objectives; make recommendations for improvements; and implement program changes.
- Research and develop program alternatives; ensure that programs are meeting the departmental mission; locate funding sources, service deliverers and other resources; design and implement program procedures and manuals.
- Monitor assigned program or programs; ensure compliance with departmental mission, funding, source regulations and other guidelines; recommend and facilitate implementation of procedural and operational changes to maximize service delivery and enhance revenues.
- Act as liaison and resource to community-based organizations and other service providers, county departments, state or other funding sources, and community and business organizations; participate in a variety of internal and external meetings, committees and coalitions; interact with various planning councils and boards; answer questions and provide training, information, materials and technical assistance as necessary.
- Develop and maintain collaborative partnerships with community agencies and citizens groups aimed at the solution of health issues faced by the community.
- Develop, coordinate and participate in meetings, workshops, conferences, presentations, seminars, and other community based activities to provide education, risk reduction and promote healthy behaviors.
- Monitor changes in legislation that may affect program operations or service delivery; evaluate their affect upon program activities, recommend and implement appropriate policy and procedure modifications.
- Identify health needs, priorities and trends within and across communities throughout the County, including improving the use of various sources of data to evaluate and address the health needs of the county and developing community health needs assessments, policy recommendations and action plans.
- Prepare and determine marketing strategies; select, order and distribute health service and education materials, including reports, pamphlets, posters, exhibits, news releases and radio scripts.
- Prepare a variety of correspondence, reports, policies, procedures, program documentation and other written materials.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.

- May provide direct services to clients in the area(s) to which assigned.
- Maintain accurate records and files.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles, practices, funding sources and administrative techniques for Public Health education services and behavior change.
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles and techniques of health intervention, promotion, and prevention program administration and delivery.
- Techniques of outreach, education, basic guidance and referral at a professional level.
- Techniques for educating and modifying behavior of both individuals and groups.
- Basic health and wellness practices and medical/health information relevant to the programs assigned.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation.
- Statistical research methods as applies to the collection and tabulation of data affecting public health and public planning.
- Data analysis and synthesis of quantitative and qualitative research.
- Applicable laws, regulations and rules.
- Needs assessment techniques, grant application processes, and principles of program evaluation.
- Principles and practices of employee and volunteer supervision, including selection, work planning, organization, training and performance review.
- Emerging trends and health problems as related to various community target groups and methods of intervention and control.
- Computer applications related to the work.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Techniques for understanding and effectively communicating with individuals of various cultures and with various types and stages of substance abuse and social or emotional disorders.
- Principles and techniques of making effective oral presentations.
- Basic budgetary practices and terminology.

Skill in:

- Planning, monitoring and evaluating program goals and objectives and service delivery effectiveness in the programmatic area to which assigned.
- Providing effective direct services to clients in the program area to which assigned.
- Planning, organizing, directing, coordinating and reviewing the work of staff and volunteers.
- Training others in work procedures.
- Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
- Identifying programmatic and operational problems, investigating and evaluating alternatives and implementing effective solutions.
- Obtaining and maintaining community collaboration for health promotion and planning efforts.
- Interpreting, applying and explaining applicable codes, regulations, policies and procedures.
- Teaching educational classes specific to assigned programs.
- Preparing clear and concise reports, correspondence and other written materials.
- Using initiative and independent judgment within general policy guidelines.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.
- Identifying cultural differences in community health practices and adjusting outreach methods accordingly.
- Organizing and implementing educational components of public health programs.
- Researching, developing and preparing effective educational and informational materials.
- Performing direct client services, such as assessment and education, within specified limits.

Ability to:

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Plan, implement and evaluate Public Health education services; design, effectively use, and evaluate health education methods and materials.

- Demonstrate resourcefulness in gathering, preparing, and disseminating health education material.
- Effectively use community and advocacy resources and organizations.
- Communicate information and ideas in speaking and writing so others will understand.
- Combine pieces of information to form general rules or conclusions, including finding a relationship among seemingly unrelated events.
- Apply general rules to specific problems to produce answers that make sense.
- Motivate volunteers and work with youth and adults in a supportive, enthusiastic, non-judgmental manner.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment, school or clinic setting and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Drive a motor vehicle in order to visit work sites and attend meetings.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Typical office environment, school and/or clinic setting.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

Special Requirements:

- Attend meetings outside of normal working hours.
- Subject to off-hours calls in emergency situations.
- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Bachelor's degree with major course work in Health Education, Nutrition, Health Care, Hospital Administration or a field related to the programmatic area assigned and one year of para-professional level experience providing health education and/or outreach.

PREFERRED: In addition to the minimum, a Master's degree in a related field as previously defined, experience designing and coordinating health education programs, and/or certification as a Health Education Specialist (CHES).

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Health & Human Services Approval:
Suzanne Nobles
Date:

EEOC: E
WC: 9410

Human Resources Approval: Iva Seaberg
Date:

Signature: _____

Signature: _____