



**Population Health Division  
2570 4<sup>th</sup> Street SW, Suite 1  
Mason City, IA 50401  
(641) 421-9300**

<b>Position Description:</b>	<b>Population Health Coordinator</b>
<b>Reports To:</b>	<b>Population Health Division Manager</b>
<b>FLSA Status:</b>	<b>Exempt, Full Time</b>
<b>Expected Work Week:</b>	<b>Monday – Friday, 8:00 a.m. to 4:30 p.m., Occasional nights and weekends</b>
<b>Salary Range:</b>	<b>\$40,000 - \$55,000; DOQ Performance incentives offered</b>
<b>Prepared By:</b>	<b>Kelli Gerdes</b>
<b>Prepare Date:</b>	<b>August 23, 2021</b>
<b>Approved By:</b>	<b>Brian Hanft, Director of Public Health</b>
<b>Approved Date:</b>	<b>September 13, 2021</b>
<b>Reviewed Date:</b>	<b>October 2021</b>

**Definition:**

The Population Health Division is tasked with connecting traditional public health practice to policy, systems and environmental design changes to achieve positive health outcomes in our community. The Population Health Coordinator, under the direct supervision of the Population Health Division Manager, is responsible for planning, organizing, and facilitating partnerships within the community, utilizing evidence-based strategies and resources that produce positive health outcomes for our population. In addition, the Population Health Coordinator will serve as a public health educator in programming for a range of ages, to include but not limited to positive youth development courses, tobacco prevention, and chronic disease management programs. This is a brand new position to the Department and duties will likely evolve with time as the Coordinator grows with the position.

**Duties to Include:**

Under the general supervision and as part of the Population Health Division Section, the Population Health Coordinator performs the following essential functions within the framework of CG Public Health's provision of core functions and essential services:

**Roles and Responsibilities:**

1. Engage multiple sectors and community partners to generate collective impact on community health improvement projects.
2. Builds structured, collaborative partners to drive change in community health outcomes.
3. Uses department and community priorities for intervention based on needs assessment data.
4. Identifies, plans and implements policy, systems and environmental changes within populations.
5. Implements comprehensive plans which address public health issues, such as chronic disease prevention, tobacco and substance misuse and prevention, positive youth development, etc.
6. Identifies prevention initiatives, specifically those targeted at improving the social determinants of health or foundations of health.
7. Assist in the evaluation and re-design of current public health programs to improve health outcomes.
8. Facilitates comprehensive, broad community engagement, partnerships, and coalitions.

9. Identifies and connects community efforts to improve population health, for example, coordinated substance abuse prevention efforts.
10. Implements interventions that reach whole populations.
11. Identifies evidence-based interventions that use appropriate theories of change models.
12. Identifies and works with community stakeholders such as residents, schools, universities, neighborhood associations, professional organizations, churches and community based agencies to inform and engage their participation.
13. Provides technical assistance to elected officials, policy makers, agencies and organizations on evidence-based practices, program development and program evaluation.
14. Plans community events and messaging campaigns to promote healthy living.
15. Performs other related duties as required or directed.
16. Ability to facilitate change (behavioral or cultural) in organizations, community and/or individuals.
17. Ability to manage time effectively and efficiently.
18. Sustain an effective knowledge of the department's public health preparedness and response plan.
  - Sustain an effective knowledge base of the current health department preparedness and response plan.
  - Sustain an effective knowledge base of current local county emergency management, hospital and all other county-wide participating response partners' preparedness plan.
  - Participate in exercise simulations to test the department's public health preparedness and response plan and develop an after action report.

#### **General Work**

- Engage community, regional and state individuals/entities appropriate for project partnerships.
- Track program data and complete all relevant reporting requirements.
- Manage grants and required reporting documents.
- Keep up to date with current public health trends, policy changes and legislation.
- Conduct speaking engagements/presentations to school district personnel, community groups, students, business leaders, and government councils.
- Advocate for policies, systems approaches and environmental designs that improve the health of our community and/or target populations.
- Participate in internal workgroups related to quality improvement, integrated management, and strategic planning when assigned.

#### **Education and Experience Required:**

- Preferred Bachelor's Degree in Wellness, Health Education and Promotion, Public/Community Health, Behavioral Science, Public Policy, Community/Organizational Psychology or Public Health Administration and/or equivalent combination of related education and/or experience.
- Experience in the health field will be useful. Certification as a Prevention Specialist, Professional Facilitator and/or Certified Health Education Specialist helpful.
- Strong communication skills, verbal and written, will be critical to this position.

Public Health Core Competencies are the central knowledge, skills, and attitudes necessary for the public health workforce to practice effectively and achieve the core functions of public health. *Core Competencies required for this position: Analytical/assessment skills, policy development/program planning skills, communication skills, cultural competency skills, community dimensions of practice skills, public health sciences skills, leadership and systems thinking skills*

#### **Public Health Preparedness:**

- Knowledge of public health preparedness issues. Knowledge of the Incident Command System and National Incident Management System. Ability to achieve NIMS competency training compliancy. Employee will report to public health for emergency response as requested by the health director.

**Training/Continuing Education Requirements:**

- As approved by the Division Manager, this position will have a minimum of 32 education hours per year. Additional requirements may apply based on certifications & licensing available; please see Manager's Guide for incentivized certifications & licensing.

**Licensure/Certification Requirements:**

- Have the ability to obtain within 12 months of hire the required trainings for instruction of substance abuse prevention and positive youth development programs the Department offers.

**Optional Licensure Incentives:**

- As approved by the Division Manager, any approved licensure or certification listed per Cerro Gordo County Department of Public Health Employee Handbook or Manager's Guide.

**Physical Requirements:**

- The job involves sitting, standing, and walking, with occasional lifting, carrying and moving objects that can weigh up to 50 pounds. This position will alternate between working indoors in a controlled climate and proper lighting, to an outdoor environment with variable climate and lighting. Must be able to exchange and receive information over the telephone. Must be able to interact with all types of individuals, be mentally alert, detail oriented, and with good reasoning skills.

**Special Requirements:**

- Ability to obtain automobile insurance if personal vehicle is ever used for county business for which mileage reimbursement would be received. To be reimbursed for mileage, must provide proof of auto insurance in the amounts of 100/300/100.
- Valid Iowa driver's license if driving on county business.

**Environmental Adaptability:**

- This job will not cause exposure to high risk environmental exposure unless there is a public health disaster. Possible risks would include exposure to biological agents, fumes, toxic gases, chemicals, radiological agents, explosions and outdoor weather conditions.

*This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*

Persons with disabilities: The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.