

Job Description

Job Title	Community Health Specialist I
Spec. Code	
Service Area	Population Health Services
Program	Prevention Services
Reports To	Health Equity Coordinator
Prepared Date	3-2015
Grade	9

General Description:

Under the direction of the Health Equity Coordinator, the employee will coordinate and support efforts to advance local community policy and program agendas, including collaborating with community leaders, businesses, policy leaders, governments, non-profits and others in an effort to move these agendas forward. Actively participates in addressing the root causes of health inequities through the assessment, planning, implementation and evaluation process. As needed, this employee will be involved in any prevention programming that meet position's qualification requirements. Work assignments are specialized and specific areas of responsibility will be assigned.

Essential functions:

Through the training and guidance of senior staff, the employee will:

- Collaborate with the PHS Health Equity Team and PHS Assessment and Planning Team to determine and prioritize local community needs
- Assist in the development of local community-wide planning, implementation and evaluation of efforts to address the root causes of health inequities
- Builds relationships with local community partners to identify and advance local community policy and program agendas
- Maintain accountability for work through timely submission of data to the designated senior staff
- Participate in staff meetings
- Attend assigned training activities
- Implement the LCHD/CHC Strategic Plan
- Maintain appropriate performance measures
- Participate in the development of annual program goals and assess progress towards the achievement of the determined goals
- Participate in the process of grant and work plan development and/or revisions
- Develop and maintain computer skills necessary to complete the assigned duties
- Assist in the research, development and design of educational materials
- Collaborate and provide technical assistance to internal and community partners and coalitions
- Participate in community coalitions
- Perform other duties as assigned

Education and/or Other Requirements

- Bachelor's degree in a related field (public health, social work, psychology, sociology, communications, etc.)
 - With a bachelor's degree, one year of experience is preferred.
 - Requires a valid Illinois driver's license and automobile insurance.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill and/or ability required.

- Respectful interactions with diverse people in a variety of settings
- Effective oral communication with individuals and groups
- Commitment to social justice
- Initiate and maintain collaboration with diverse staff and local community partners
- Substantial independent functioning and decision-making

Physiological Factors

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job.

- Requires the ability to lift up to 30 pounds (i.e., carrying supplies, handling patients, etc).
- While performing the duties of this job, the employee is regularly required to use hands to fingers, handle, or feel, reach with hands and arms, talk and hear

Psychological Factors

The psychological demands described here represent those that must be met by an employee to successfully perform the essential functions of this job.

- Maintain professional working relationships.
- Perform multiple tasks simultaneously.
- Deal with adverse circumstances faced as a result of basic job functions.
- Provide leadership in work groups.

Note

Reasonable accommodations may be made in order to perform the essential functions. This job description describes a general category of jobs. In order to meet the needs of Lake County Government or its departments, employees may be assigned other duties, in addition to or in lieu of those described above, and any duties are subject to change at any time.