

Job Description

Job Title	Community Health Specialist III
Spec. Code	
Service Area	Population Health Services
Program	Prevention Services
Reports To	Health Equity Coordinator
Prepared Date	3/2015
Grade	11

Summary

Under the direction of the Health Equity Coordinator will assist in the development and implementation of social justice and health equity initiatives, including, building internal and external capacity to address the root causes of health inequities through planning, implementation, and evaluation of processes. Provides leadership, in a team approach, to address local community efforts addressing health inequities and social justice. Tracks and coordinates health equity activities. Assists in the development of internal and external communication strategies on health equity.

Essential Functions

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

- Provide internal leadership to the collaboration with the PHS Health Equity Team and PHS Assessment and Planning Team to determine and prioritize local community needs
- Strategize and develop local community-wide planning, implementation and evaluation of efforts to address the root causes of health inequities
- Build 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

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

Competency

To perform this job successfully, an individual must demonstrate the following competencies:

- **Adaptability**- Adapt to changes in the work environment manages competing demands, changes approach or method to best fit the situation, able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality**- Is consistently at work and on time.
- **Change Management**- Develops workable implementation plans, communicates changes effectively, builds commitment, prepares and supports those affected by change, monitors transition and evaluates results.
- **Customer Service**- Manages difficult or emotional internal customer relation situations, responds promptly to customer needs, solicits feedback to improve service, responds to requests for service and assistance and meets commitments.
- **Dependability**- Keeps commitments, commits to long hours or work when necessary to reach goals, complete tasks on time or notifies appropriate person with an alternate plan.
- **Design**- Generates creative solutions, uses feedback to modify designs, demonstrates attention to detail.
- **Diversity**- Shows respect and sensitivity for cultural differences, educates others on the value of diversity, promotes a harassment-free environment.
- **Ethics**- Treats people with respect, keeps commitments, inspires the trust of others, works with integrity and upholds organizational values.
- **Initiative**- Volunteers readily, undertakes self-development activities, seeks increased responsibilities, asks for and offers help when needed, demonstrates initiative and innovative thinking.
- **Innovation**- Displays original thinking and creativity, meets challenges with resourcefulness, generates suggestions for improving work, develops innovative approaches and ideas, presents ideas and information in a manner that gets others' attention.
- **Intellectual**- Analyzes complex or diverse information, collects and researches data, uses intuition and experience to complement data, designs workflows and procedures. Demonstrates attention to detail.
- **Interpersonal Skills**- Focuses on solving conflict, maintains confidentiality, listens to others without interrupting, keeps emotions under control, remains open to other ideas, and tries new things.
- **Judgment**- Displays willingness to make decisions, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in decision-making process and makes timely decisions.
- **Leadership**- Exhibits confidence in self and others, inspires and motivates others to perform well, accepts feedback from others, gives appropriate recognition to others.
- **Managing People**- Provide delegated leadership to work teams in planning, decision-making, facilitating and process improvement, takes responsibility for team activities, makes self available to team, fosters quality focus in others, improves processes, products and services.

- **Motivation-** Sets and achieves challenging goals, demonstrates persistence and overcomes obstacles, measures self against standard of excellence, takes calculated risks to accomplish goals. .
- **Oral Communication-** Speaks clearly, listens and requests clarification, responds appropriately to questions. Demonstrates group presentation skills, participates in meetings.
- **Organizational Support-** Follows policies and procedures, completes administrative tasks correctly and on time, supports goals and values, supports affirmative action and respects diversity.
- **Planning/Organizing-** Prioritize and plan work activities, use time efficiently, sets goals and objectives, organizes or schedules clerical and professional staff, develops realistic action plans.
- **Professionalism-** Approaches others in a tactful manner, reacts well under pressure, treats others with respect and consideration regardless of their status or position, accepts responsibility for own actions, and follows through with commitments.
- **Project Management-**As delegated project manager, develops project plans, coordinates projects, communicates changes and progress, completes projects on time, and manages project team activities.
- **Quality-** Demonstrates accuracy and thoroughness, looks for ways to improve and promote quality, applies feedback to improve performance, monitors own work to ensure quality.
- **Quality Management-**Looks for ways to improve and promote quality, demonstrates accuracy and thoroughness.
- **Quantity-** Meets productivity standards, strives to increase productivity and accuracy.
- **Safety and Security-**Observes safety and security procedures, determines appropriate action beyond guidelines, reports potentially unsafe conditions.
- **Strategic Thinking-** Participate in developing strategies to achieve organizational goals, understands organization's strengths and weaknesses, adapts strategies to changing conditions
- **Technical Skills-** Assesses own strengths and weakness, pursues training and development opportunities, strives to continuously build knowledge and skills, shares expertise with others.
- **Teamwork-** Balances team and individual responsibilities, exhibits objectivity and openness to other's views, gives and welcomes feedback, contributes to building positive team spirit, puts success of team above own interests, supports everyone's effort to succeed.
- **Visionary Leadership-**Displays passion and optimism, inspires respect and trust, mobilizes others to fulfill the vision.
- **Written Communication-** Writes clearly and informatively, edits work for spelling and grammar, varies writing style to meeting needs, presents numerical data effectively, able to read and interpret written information.
- **Computer skills -** Basic knowledge of word processing, email, and internet software. Will train on program specific software.

Education and/or Other Requirements

Bachelors or masters degree, preferably in a related field (public health, social work, psychology, sociology, communications, etc.) With bachelor's degree two years of experience, with master's degree, no experience required.

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.
- Ability to drive mini- and full-size vans.

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.

- Verbally communicate with challenging clients and clients' families and to exercise tact in dealing with problems concerning client services.
- Set appropriate boundaries with clients and their families.
- Deal with adverse circumstances faced by clients.
- 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 it's department's 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.