

KANE COUNTY - JOB DESCRIPTION

JOB TITLE: COMMUNITY HEALTH SPECIALIST III - Planner

JOB CODE: **PAY GRADE: 12**

FLSA: X (Union) **DEPARTMENT: Health** **POSITION:**
 Exempt **Non-exempt**

GENERAL SUMMARY:

The Community Health Specialist III: Planner promotes individual and population health by leading community health planning initiatives. Responsibilities include developing and implementing community health assessment and planning cycles in collaboration with Department staff, staff in other Kane County Departments, community stakeholders, elected officials, and community partners.

ESSENTIAL FUNCTIONS:

Under general supervision and/or as part of various workgroups and teams, the Community Health Specialist III: Planner performs the following essential functions within the framework of Kane County Health Department's provision of the core functions and essential services of public health:

Public Health Sciences

1. Develops and implements timelines and master planning schedules for community health assessment and planning processes in order to assure the Department's certification as a local health department in Illinois. in a manner consistent with national public health accreditation standards
2. Facilitates and implements Departmental assessment and planning processes utilizing methodologies including but not limited to: Assessment Protocol for Excellence in Public Health (APEXPH), Mobilizing for Action through Planning and Partnerships (MAPP) in order to develop community health action plans required for certification as a local health department in Illinois in a manner consistent with national public health accreditation standards.
3. Researches and identifies potential plans/policies for opportunities for public health impact on issues relating to land use, the built environment and transportation in Kane County and the region.
4. Coordinates training programs to build planning, policy development and environmental health outcomes awareness within the Department and throughout Kane County

Community Dimensions of Practice

5. Develops and implements a community involvement process that assures the active involvement of community members and stakeholders in the community health assessment and planning process.
6. Participates in the Department's design and application of the community health improvement strategies with community partners, members and stakeholders.
7. Provides guidance and technical assistance to Department staff and community partners in community health assessment and planning.

Analysis and Assessment

8. Contributes community health planning expertise to the Department's community needs assessment process, health improvement goal setting, identification of public health policy and action options, program development, and creation of monitoring and evaluation plans.
9. Performs data analyses and creates visual presentations of findings.

Leadership and Systems Thinking

10. Facilitates and implements Departmental community health assessment and planning initiatives that flow from the community health action plan and/or the Department's organizational strategic plan.
11. Participates in inter- Departmental planning efforts in the development of county-wide policies and plans such as the 2040 Master Land Use and Transportation plan, that impact the built environment, transportation and public health of the County and the region.
12. Demonstrates knowledge regarding and compliant with applicable professional practice guidelines and any other Federal and State laws and regulations applicable to practice as a public health professional.
13. Adheres to Occupational Safety and Health Administration standards, such as those concerning exposure to bloodborne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.
14. Contributes to a work environment where continuous quality improvements in service and professional practice are pursued.

Policy Development and Program Planning

15. Conducts comprehensive reviews of evidence related to community health assessment and planning, and develops/maintains resources related to new and emerging methods such as health impact assessment.
16. Serves on inter-jurisdictional or multi-agency committees involved in policy development related to community health assessment and planning.

Communication and Cultural Competency

17. Delivers targeted, culturally-appropriate information to help individuals and groups understand health promotion and disease prevention information, policies, regulations and local code.
18. Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic, sexual orientations, lifestyles and physical abilities.
19. Adheres to ethical principles and Kane County Health Department policy in the collection, maintenance, use, and dissemination of data and information.

Financial Planning and Management

20. Contributes to the development and preparation of proposals for funding from external resources for health promotion and disease prevention initiatives and programs.
21. Collaborates in activities such as time studies that contribute to the development of budgets and the efficient use of resources.

Other

22. Performs public health emergency response duties as assigned and consistent with training provided, in response to threats to the public's health consistent with job classification.
23. Participates in Department and community emergency response training and drills in support of public health emergency and disaster preparedness consistent with job classification.
24. Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued.
25. Performs other duties as assigned consistent with job classification.

BEHAVIOR EXPECTATIONS:

- Treats others with courtesy and respect in all interactions.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Education, Licensure, Certifications, Experience

- Master's Degree in public health, public administration, urban planning or other closely related field. Consideration will be given to candidates with a Bachelor's degree in public health, nursing or other closely related field and three (3) years experience in public health planning and a commitment to achieving a Master's Degree in public health or related fields within four (4) years.
- Three (3) years of public health experience preferred.

- Valid Illinois driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.
- National Incident Management System (NIMS)/Incident Command System (ICS) 100 and 700.a certification.
- National Incident Management System (NIMS)/Incident Command System (ICS) 300 and 400 certification within four (4) months of employment.

Knowledge and Skills:

- Knowledge of the core functions and essential services of public health
- Knowledge of community health assessment and planning models, methods, tools, and techniques.
- Knowledge of teaching methods and techniques for presenting material and engaging a wide variety of audiences in learning experiences including but not limited to group process and facilitation; print and electronic educational materials; and formal presentations using a wide range of audio visual equipment.
- Knowledge of: epidemiology, disease prevention, health promotion, behavioral change, group process, community/organizational development theory and techniques; adult learning theory and methods of instruction; quality management theory and techniques.
- Skill in qualitative and quantitative data collection and analysis for the identification of population health status
- Demonstrates ability to effectively present data to address scientific, political, ethical, and social public health issues.
- Knowledge of program planning, implementation and evaluation.
- Knowledge of project management
- Ability to apply the principles, practices and theories of public health assessment and planning to health promotion, policy development, and health improvement.
- Communicates effectively and works collaboratively with individuals and groups from a wide variety of backgrounds, interests and experiences.
- Demonstrates Ability to facilitate planning processes with diverse groups
- Excellent written and oral communication skills
- Advanced computer skills: demonstrates ability to use and create new databases and spreadsheets, data queries and reports, presentation and publisher software, and internet searches

Due to the need for all Health Department personnel to respond to public health emergencies, the employee must be assessed for his/her ability to meet the physical demands of performing the following activities:

- Must be able to be fitted and wear NIOSH 95 mask.
- Engage in the following movements: Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling and writing and repetitive motions.
- Exert up to 30 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.

- Hearing ability sufficient enough to communicate with others effectively in person and over the phone
- Visual ability must be sufficient enough to read typewritten documents, computer screen and drive a car.

If unable to demonstrate these abilities based upon a standardized, objective assessment performed by external occupational health professionals, all reasonable accommodations will be made, in compliance with the Americans with Disabilities Act and any other applicable Federal and Illinois law.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:

General office setting in the Aurora, Elgin, or other health department facilities, as well as community sites.

Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, chemicals and animals.

In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:

Computer, Fax, copier, personal or county vehicle, and public health equipment and supplies.

Reports to: Assistant Director of Community Health Resources

Directs Work of: None

Blood borne Pathogen Risk Code: None **X** Low __Medium __ High

APPROVALS AND DATES:

Name (Dept Head/Elected Official)	Title	Date
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Name (HR Representative)

Title

Date

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The principal duties and responsibilities enumerated are all essential job functions except for those that begin with the word "may".