

**MEDICAL CARE DEVELOPMENT, INC.**

11 Parkwood Drive  
Augusta, Maine 04330

**POSITION DESCRIPTION**

**Division:** Public Health

**Position:** Project Assistant (hourly or exempt position)

**Description:** Assist the Project Manager in implementing activities for assigned projects

**Accountability:** Reports to the assigned Team Leader

**Project Assistant (Tier 1 Competencies)**

**Analytical/Assessment Skills**

- Uses methods and instruments for collecting valid and reliable quantitative and qualitative data
- Adheres to, employs and ensures ethical principles in the collection, maintenance, use, application and dissemination of data and information
- Collects quantitative and qualitative community data
- Uses information technology to collect, store, and retrieve data

**Policy Development/Program Planning Skills**

- Gathers information relevant to specific public health policy issues
- Gathers information that will inform policy decisions
- Participates in program planning processes

**Communication Skills**

- Conveys public health information using a variety of approaches
- Communicates in writing and orally, in person, and through electronic means, with linguistic and cultural proficiency
- Participates in the development of demographic, statistical, programmatic and scientific presentations
- Applies communication and group dynamic strategies in interactions with individuals and groups

**Cultural Competency Skills**

- Recognizes the role of cultural, social, and behavioral factors in the accessibility, availability, acceptability and delivery of public health services

**Community Dimensions of Practice Skills**

- Identifies stakeholders, community assets and resources
- Collaborates with community partners to promote the health of the population

- Uses group processes to advance community involvement
- Gathers input from the community to inform the development of public health policy and programs

### **Public Health Sciences Skills**

- Retrieves scientific evidence from a variety of text and electronic sources
- Relates public health science skills to the Core Public Health Functions and Ten Essential Services of Public Health

### **Financial Planning and Management Skills**

- Adheres to the organization's policies and procedures
- Reports program performance
- Contributes to the preparation of proposals for funding from external sources
- Applies basic human relations skills to internal collaborations, motivation of colleagues, and resolution of conflicts

### **Leadership and Systems Thinking Skills**

- Incorporates ethical standards of practice as the basis of all interactions with organizations, communities, and individuals
- Uses individual, team and organizational learning opportunities for personal and professional development
- Participates in the measuring, reporting and continuous improvement of organizational performance

**Qualifications:** Bachelor's degree in health-related field is preferred; however, equivalent related work experience may be considered. Strong writing and interpersonal communication skills and cultural competence are essential. Detailed knowledge of all current Microsoft Office software programs as well as any other software programs necessary to perform the job.

**Abilities:** To perform this job successfully the employee in this position must be able to demonstrate at least functional proficiency in most of the core competencies. Individuals who are energetic self-starters, who are able function comfortably in a team environment and relate well to co-workers and the public are well suited to this position. This position requires flexibility and the ability to manage time and multiple tasks.

**Physical Demands:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. While performing the duties of this position, it is regularly required to sit and write, to operate a computer and printer, fax machine, photocopier, calculator and use telephone communication devices. The employee must be able to sit and drive a car to transport him/herself to meetings or other MCD offices. Must be able to walk around the office, up and down stairs, and be able to do light lifting.

**Confidentiality:** MCD employees may have access to or be required, as part of the duties of this job, to view, use, and/or be aware of certain protected health information or other facts about

individuals that are of a highly personal and confidential nature. Employees must follow and adhere to all HIPAA and MCD corporate confidentiality and privacy policies and practices. Employees may also be required to follow additional confidentiality policies or practices required by certain programs or business units.

**Safety:** MCD promotes a safe work environment. Employees must follow all safety policies and procedures to ensure an accident-free workplace.

**Mental Demands:** Must be able to assume a wide range of responsibilities, to work with staff who vary in their work styles, and to work under pressure. Willingness to work irregular/extra hours, evenings, weekends, and travel in state as necessary. Provide timely response to requests and deadlines. Receive, process, and provide visual, verbal, and written information.

**Work Environment:** The primary location of this position is a typical office environment. However, the responsibilities may require meetings, conferences, trainings, etc., that necessitate an individual to be in various public places.

**Job Performance Evaluation:** The employee will be evaluated at least annually, but more often if performance warrants it.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be interpreted as an exhaustive list of all responsibilities, duties, and skills required of personnel assigned to this position.

This position description has been reviewed with me.

Employee Signature:\_\_\_\_\_

Date Reviewed:\_\_\_\_\_

Supervisor:\_\_\_\_\_