

Cedar County  
Tipton, Iowa  
Position Description

<b>Position title</b>	Public Health Program Coordinator
<b>Reports to</b>	Public Health and Emergency Preparedness Division Manager

**Position purpose**

The Public Health Program Coordinator promotes physical, behavioral, environmental, social and economic conditions that improve health and well-being; prevent illness, disease, and injury; and eliminate health disparities for all citizens of Cedar County.

**Key position responsibilities (with a sample task)**

- Monitor health status to identify and solve community health problems.  
I.E. The public health program coordinator obtains and analyzes data to identify trends, health problems, environmental health hazards, and social and economic conditions that adversely affect the health status of the county.
- Diagnose and investigate health problems and health hazards in the community.  
I.E. The public health program coordinator conducts surveillance and investigation of communicable diseases and foodborne illnesses. This involves collaboration with the Center for Acute Disease Epidemiology, as well as documentation in the Iowa Disease Surveillance System database.
- Inform, educate, and empower people about health issues.  
I.E. The public health program coordinator presents targeted, culturally-appropriate information to reduce health risks and promote better health by providing health promotion programs to individuals, families, healthcare providers, community groups, and others as appropriate.
- Mobilize community partnerships and action to identify and solve health problems.  
I.E. The public health program coordinator collaborates with public and private stakeholders in identifying key public health issues and formulating strategies to provide programs and services to address those issues.
- Develop policies and plans that support individual and community health efforts.  
I.E. The public health program coordinator serves as a resource to governing bodies and policy makers to establish and maintain public health policies based on current science and best practices.
- Enforce laws and regulations that protect health and ensure safety.  
I.E. The public health program coordinator encourages enforcement of existing ordinances by providing information, technical assistance, and education to legislators, law enforcement, community leaders, and other decision makers.
- Link people to needed personal health services and assure the provision of health care when otherwise unavailable.  
I.E. The public health program coordinator assists in identifying gaps in preventive and health promotion services, and develops strategies to close the gaps.

- Assure competent public and personal health care workforce.  
I.E. The public health program coordinator participates in educational opportunities to remain familiar with the most current recommendations for services.
- Evaluate effectiveness, accessibility, and quality of personal and population-based health services.  
I.E. The public health program coordinator assists with researching and analyzing project impact, strategic value, and deliverables of public health services, applying evidence-based criteria to evaluation activities when possible.
- Research for new insights and innovative solutions to health problems.  
I.E. The Public Health Program Coordinator continually researches new, evidence-based solutions for health problems relevant to Cedar County, including participating in the Community Health Needs Assessment and Health Improvement Plan.

## **Qualifications**

### **Education and Experience**

Bachelor's degree in Nursing, Associate degree in Nursing, or Diploma from an accredited university, college, or school of nursing. Three years of prior Public Health related experience preferred.

### **Specialized Knowledge**

Must be able to successfully complete education and/or certification in Basic Life Support, infection control, blood borne pathogens, immunization schedules, National Incident Management System Incident Command System training ICS 100, ICS 200, ICS 700 and ICS 800 and other education and competencies as assigned by the Manager or Director. Must comply with Iowa law regarding continuing education mandated for licensing. Some comprehension of Medicare and Medicaid reimbursement. Must be capable of having an active role in preparation and monitoring of budgets involving grants, contracted services, and state and federal funding.

### **Skills**

- Active listening
- Confidentiality
- Reading comprehension
- Critical thinking
- Instructing/teaching to youth and adults
- Communication—verbal, non-verbal, written
- Time management
- Monitoring
- Active learning
- Coordination of multiple, non-routine tasks
- Independent judgment and decision making
- Learning strategies
- Complex problem solving
- Mathematics
- Persuasion
- Negotiation
- Equipment selection and usage
- Customer and personal service
- Collaboration
- Disease management
- Team member

**Abilities**

- Problem sensitivity
- Oral expression and comprehension
- Inductive and deductive reasoning
- Written expression and comprehension
- Speech recognition
- Selective attention
- Information ordering
- Manual dexterity
- Clinical decision making
- Advocating

**Certifications**

Must have and maintain a current Iowa Board of Nursing license to practice as a Registered Nurse and a valid Iowa Driver's license.

**Working conditions**

Required to travel, drive and walk in all weather conditions including extreme cold and heat, rain, storm, wind, sleet, and ice. May be exposed to temperature changes.

May be exposed to communicable diseases, chemicals, needles, excrement, blood and other bodily fluids. Required to function wearing appropriate personal protective equipment.

Must effectively interact with people of all ages experiencing physiological and psychosocial issues which may be exhibited by abnormal and threatening behaviors.

Will work irregular/extended hours as needed. Occasional overnight travel is required.

**Physical requirements**

Regularly required to stand, walk, stoop, kneel, crouch, crawl, sit, climb and, balance. Must frequently and consistently carry, lift and/or move up to 40 pounds. May need to assist in lifting and/or moving heavier weights. Must be able to talk, hear, and feel. Must be able to see at close and far distance, colors, peripherally, and have ability to adjust focus. Must be able to enter information into electronic format for extended periods of time.

**Direct reports**

Responsible for the occasional direction and supervision of office staff, interns, and work study students.

**Internal and External Contacts**

Internal: Case Management, Emergency Management, Cedar County Attorney, Veteran Affairs Office, General Relief Office, Environmental and Zoning Office, Auditor's Office, Human Resources Manager, Secondary Roads, Law Center, Conservation, Board of Health, Advisory Committee

External:

Healthcare Providers: clinics, hospitals, pharmacies, dentists, laboratories, other county public health departments.

School personnel: board members, administrators, nurses, youth groups.

Iowa Department of Public Health: Division of Tobacco Use Prevention and Control, Healthy Homes, Bureau of Immunization and Tuberculosis, Local Public Health Services, Center for Acute Disease Epidemiology.

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Community groups and service providers: Heritage Agency on Aging, Senior Dining, Volunteer Services, church officials, Lutheran Services of Iowa, ISU Extension, Holden Cancer Treatment Center, Johnson County WIC, Department of Human Services, Cedar County Decategorization Board, United Way, Childcare Resource and Referral, Trinity Muscatine Public Health, Tipton Police Department, MECCA Services, Kid Sight, Early Childhood Iowa, Rape Victim Advocacy Program, Domestic Violence Intervention Program, and others as necessary.

Patients, Parents, and other care givers.

Emergency Preparedness Coalition members :Johnson County Public Health, Mercy Hospital, University of Iowa Hospitals and clinics, Cedar county EMA and Johnson county EMA.



<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	