

# MOWER COUNTY CLASS SPECIFICATION

## CLASS TITLE: Community Health Specialist

<b>BAND:</b>	<b>GRADE:10</b>	<b>SUBGRADE:</b>
<b>DEPARTMENT:</b> Health and Human Services	<b>ACCOUNTABLE TO:</b> Public Health Supervisor	<b>FLSA STATUS:</b> Non-Exempt
<b>CLASS SUMMARY:</b> Implement community-based health promotion strategies primarily in nutrition and physical activity with a focus on policy, systems and environment change. Duties include; community engagement, building partnerships, conducting presentations, meeting facilitation, assessment, strategic planning, policy development and implementation, evaluation, and providing consultation and assistance to individuals and groups in one or more of these settings: community, school, worksites and health care. Analyzes and interprets data and reports findings.		
<b>DISTINGUISHING CHARACTERISTICS:</b> This classification represents a standalone classification and is not part of any classification series.		

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>FRE-QUENCY</b>
1.	Consults and collaborates with a wide array of organizations, committees, groups and individuals to develop linkages, identify needs, problem solve, plan solutions, develop policy systems, and environmental change recommendations, and enhance leadership to address community health concerns and enhance the community capacity for response..	Daily
2.	Assess and prioritizes community needs using county health profiles, survey data and other demographic statistics related to health and wellness of county residents. Establishes objectives, goals, methods and outcomes based on the analysis of data gathered. Develops work-plans to accomplish goals and objectives. Performs ongoing evaluations of outcomes to determine the need for reassessing health and wellness activities. Performs ongoing assessment of strategies used to initiate behavior changes in targeted populations. Participates in statewide planning process.	Daily



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3.	Prepares work plans and reports per grant requirements. Works closely with the Minnesota Department of Health and coordinates the submission of required data.	Daily
4.	Develop educational and promotional material, reports, plans and related communication tools to support health policies or programs.	Monthly
5.	Represent the department and county to the public, internal and external groups and organizations. Develop and present educational material.	Weekly
6.	Participates in strategic planning, quality improvement and assurance processes and other duties as assigned.	Monthly
7.	Performs other duties of a similar nature or level.	



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### **Knowledge/Skills/Ability** (position requirements at entry):

Knowledge of:

- Knowledge of public health principles, programs, policies and practices.
- General knowledge of population and community –based primary prevention health strategies.
- Knowledge of HIPAA and Data Privacy laws.
- Knowledge of software applications; including Microsoft word and excel.
- Knowledge in principles of community needs assessment, effective policy and program development, program evaluation and outcome measurement, and research tools.
- Knowledge of community organization systems, norms and resources.
- Ability to convene and facilitate groups.
- Ability to organize and coordinate the training of community groups.
- Ability to develop, implement, and monitor grant activities and contracts.
- Ability to work independently accomplishing objectives with limited supervision.
- Ability to speak and present publically.
- Ability to monitor, record, and report progress and results of program activity.

### **Education/Licensure Requirements** (position requirements at entry):

Bachelor's degree in Nursing, Public Health, Health Education, Health Policy, or related field and 1 year experience working with policy, systems, and environmental change; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Requires a valid driver's license.

### **Physical Requirements:**

Positions in this class typically require: climbing, stooping, reaching, pushing, pulling, fingering, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to angry, mentally ill, chemically dependent or criminal persons.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

### **Classification History:**

Date: 12/1998

Revised 9/2016

