

Public Health Project Specialist

Definition:

Under direction, the Public Health Project Specialist handles a special focus project within an established program.

Incumbents may supervise departmental employees and/or oversee contracted service providers. Positions that supervise are defined as working supervisors, in that incumbents perform the same type of work as subordinates/contractors in addition to their supervisory duties.

This classification is distinguished from Public Health Program Specialist in that the latter classification reports to a department manager, and is responsible for a broad program, which may include several special focus projects.

Essential Functions:

- Collects, compiles and analyzes data regarding community needs and determines needs that can be appropriately served by the project.
- Coordinates and consults with other public and private health care providers and community organizations regarding project priorities, procedures and services.
- Provides recommendations for and assistance with development and implementation of project policies, procedures and protocols.
- Evaluates project performance against stated goals and objectives as set forth in the project plan; prepares progress and status summary reports for the project funding source.
- Ensures that subordinates and/or service providers know and comply with project procedures, policies and protocols.
- Assists in the preparation and dissemination of information regarding the project to the public; assists in planning and implementing special events to promote the project.
- Serves on committees or work groups involved with the project and makes public presentations.
- May supervise staff, including interviewing; training; assigning, reviewing, scheduling and evaluating work; and other personnel matters.
- Maintains current knowledge of federal, state and local laws and regulations which govern the project; disseminates this information and ensures compliance by appropriate staff.
- Performs other job-related duties as required.

Employment Standards:

Completion of 60 semester or 90 quarter units from an accredited college, with an emphasis in Nursing, Health Care Administration, Business Administration, Public Administration, a health science, a behavioral science, or a closely related field, AND one year of experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.

(Examples of qualifying work experience include, but is not limited to: planning for and/or coordination of clinics and other public health activities and events; conducting needs assessments; making referrals for services; interviewing clients or patients; verifying documents to determine eligibility for social services and/or healthcare coverage; conducting outreach, education, and/or health promotion; conducting home or field visits.)

OR

any equivalent combination of education, training, or experience.

Possession of a valid California Driver's License is required.

Knowledge of: Community needs as they relate to the project; diverse social and economic factors as they influence the project; community resources with goals related to the project; basic supervision; medical terminology; statistics; and marketing principles and practices as they relate to promoting a public health project.

Ability to: Plan, organize, direct and control the work of subordinates or contract personnel; coordinate the provision of services; compile and analyze data; communicate effectively orally and in writing; establish and maintain effective working relationships with persons from diverse groups.

Supplemental:

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.