

Community Health Program Specialist

Job Description



Position:	Community Health Program Specialist
Last Revised:	December 2022
Job Status:	Non-Exempt; Full-time
Reports to:	Program Manager
Supervisory Responsibilities:	No

ROLE OVERVIEW

The Community Health Program Specialist will support a range of current and upcoming projects that are strengthening and modernizing Nebraska's local public health system. At NALHD, this person will have an opportunity to grow and apply their public health data, communication, and facilitation skills to the strategic work of Nebraska's local and tribal health departments. Specific project areas this position will support include: expanding local environmental public health capacity, developing community health workers, expanding oral health preventive care, and advancing health equity and health literacy. We are looking to add someone to our team who has previous experience with project management and group facilitation. The ideal candidate will be depended upon to synthesize, analyze, and effectively share available public health-related data that NALHD uses to implement and evaluate our work with local health departments.

NALHD is a collaborative, supportive, and fast-paced work environment. Staff at all levels believe all Nebraskans should have access to what they need to be healthy and well. To this end, staff work toward solutions to the challenges Nebraska's local and tribal health departments face. We encourage all staff to generate and explore fresh ideas and innovative approaches to their work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Specific tasks of this position will include:

- Identify, gather, organize, clean, manage, and synthesize data related to NALHD projects.
 - Develop and manage surveys.
 - Assist with implementing focus groups, key informant interviews, and other data collection methods.
 - Identify and synthesize secondary data sources (such sources include but are not limited to census data, vital statistics, health-related survey and surveillance data and hospital/health insurance claims data).
 - Identify trends and themes from data.
 - Help with proposals and reports.
- Facilitate, coordinate and/or support community meetings.
 - Co-facilitate meetings with other NALHD staff.
 - Co-produce virtual meetings (i.e., running the host features of Zoom or other online platforms).

- Coordinate meeting logistics, including on virtual platforms such as Zoom.
 - Assist with meeting notes.
- Assure NALHD products are health literate.
 - Proofread and edit copy to ensure proper grammar, spelling, syntax, and style.
 - Develop health literate data reports and visualizations.
 - Assist in the dissemination of reports to target populations.
 - Review documents and other project products.
- Assist in the design and implementation of evaluation projects.
- Provide leadership on some project activities/components.
- Other duties as assigned.

REQUIREMENTS:

- Self-motivated, highly professional, creative, flexible individual who takes initiative and seeks out solutions to work-related challenges—big and small.
- Proficiency with the Microsoft Office Suite, particularly Excel.
- Experience with or ability to quickly learn data collection and analysis and reporting tools such as Qualtrics, ESRI, mySidewalk, CANVA, Venngage.
- Ability to read, interpret and synthesize population health data.
- Ready to excel at designated tasks and to help with overflow work, as needed.
- Ability and poise to work well with all levels of internal management, staff, board of directors, local health department staff, as well as outside clients and stakeholders.
- Ability to think independently, determine next steps in ambiguous contexts and adapt to changing priorities and requirements.
- Excellent interpersonal communication and organizational skills.
- Ability to provide oral presentations to groups representing community/public health professionals; ability to present and relay information to different audiences.
- Strong writing skills with an excellent knowledge of English grammar and style.
- Ability to meet deadlines.
- Attentive to detail.
- Strong internet research skills.
- Trustworthy with confidential and sensitive information.
- Interest in Public Health.
- Bachelor's degree required, preferred in public health or related field.

PREFERRED EXPERIENCE:

- Expertise in strategically applying tools for data collection and analysis and reporting including Excel, Qualtrics, ESRI, mySidewalk, CANVA, Venngage.
- Experience with designing digital maps and other spatial visualizations with geographic data and other data sources.
- Experience with project coordination.

- Experience facilitating groups.
- Experience with online tools for collaboration, and social networking including Basecamp
- Master's degree strongly preferred, in public health or related field.

LOCATION:

This position is based at the NALHD office in Lincoln, Nebraska. The individual will primarily work on site unless prior approval is granted by the Program Manager and Executive Director. This position requires some in-state travel. Some overnight stays may be necessary.

TIME-COMMITMENT:

The Community Health Data Specialist position is budgeted full time, hourly, 40 hours/week.

WORKING CONDITIONS & PHYSICAL EFFORT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Signature of employee upon hire

Date