

SARPY / CASS

Health Department

Position Title:	Health Planner		
Agency Unit:	Health Promotion		
Reports to:	Assistant Health Director	Supervises:	None
Employment Status:	Full-time; 40 hours/week	FLSA Status:	Non-exempt

Position Summary: The Health Planner promotes individual and population health by leading community health planning initiatives which focus on public health education, promotion, and behavior-change in a variety of settings in Sarpy and Cass Counties. This position has responsibility for developing, implementing, managing, evaluating, and reporting of community health assessment and planning processes.

Essential Duties: Under general supervision and/or as part of various workgroups and teams, the Health Planner performs the following essential duties within the framework of the Department’s provision of the core functions and essential services of public health:

- Build relationships and implement strategies with community-based organizations engaged in health education and promotion activities and with policy makers to impact the health of residents of Sarpy and Cass Counties.
- Use effective group facilitation skills to help guide community partners as needed through program planning and implementation processes.
- Provide coordination and technical assistance for all agencies and community partners working on the Community Health Needs Assessment (CHNA) and the Community Health Improvement Plan (CHIP).
- Develop and implement a work plan to address goals, objectives, and strategies for improving health priorities identified through the CHIP, and monitor progress.
- Develop and implement strategies, initiatives, and activities for individuals, families, and population groups that promote health and prevent disease, injuries, and disabilities in settings including, but not limited to homes, community organizations, businesses, schools, and the community in general.
- Prepare and disseminate health education materials and information that are accurate, culturally appropriate and educationally sound, including, but not limited to, brochures, press releases, and postings on social media.
- Gather, organize, interpret and maintain data for program monitoring, reporting, evaluation, and improvement.
- Plan and conduct workshops, presentations, and training programs for individuals and groups.
- Evaluate outcomes, effectiveness of plans, and makes changes as necessary.
- Write and submit reports in an accurate and timely manner.

Additional Duties:

- Promote and facilitate the incorporation of Departmental core values, vision, mission, and strategic initiatives into daily service delivery.
- Develop a working knowledge of other Department services and programs and provide information to the public as appropriate.
- Assume responsibility for own professional growth and development by pursuing education, participating in professional committees/work groups, and contribute to a work environment where continual improvements in service and professional practice are pursued.
- Search for funding opportunities and assist in the development of grant proposals, work plans, goals and objectives related to existing and future programs/projects.
- Adhere to all HIPAA and Department confidentiality and privacy policies and practices.
- Establish and maintain effective working relationships with coworkers, stakeholders, governmental officials, and the general public. Resolve conflict.
- Represent the Department by serving on various committees, coalitions, and community alliances related to program areas or as assigned by Health Director or designee.
- Attend trainings, courses, seminars, and conferences, as approved by Health Director or designee, to maintain knowledge of current trends and to develop skills necessary to assure duties are performed satisfactorily.
- Oversee the Department's needs assessments and participate in strategic planning, accreditation, evaluation, and quality improvement processes. Employ data-driven decision-making to determine pertinent program priorities, goals, and objectives.
- Perform computer input and retrieval functions utilizing a variety of hardware and software programs.
- Prepare accurately and maintain various records, reports, correspondence, and other Departmental documents including mileage reports and time sheets.
- Present submissions for posting on the Department's website and other social media platforms.
- Assist in training and orientation of new employees.
- Participate in public health emergency response training, as assigned, and respond as directed in a public health emergency.
- Perform other duties as assigned.

Qualifications:

Education and Experience:

- Master's degree in public health or related field preferred.
- Bachelor's degree from an accredited college or university with major coursework in public health, public health nursing, health promotion/education, or other closely related field of study with experience in public health planning or data analysis required.
- Exceptional writing and interpersonal communication skills are essential.
- Experience with community planning, program development, implementation, evaluation, and directly related work experience preferred.
- Applicants fluent in both English and Spanish preferred.
- Proficient in Microsoft Office computer applications. Experience/training utilizing database, statistical, and graphics software desired.

- General:*
- National Incident Management System (NIMS)/Incident Command System (ICS) 100, 200, 700, and 800 certification within six (6) months of employment.
 - Must possess a valid driver's license at the time of hire, and maintain it throughout the course of employment.
 - Must possess own mode of transportation.
 - Successful completion of a criminal records check and drug screen test.
 - Non-tobacco user.

- Knowledge, Skills and Abilities:*
- Knowledge of the core functions and essential services of public health.
 - Knowledge of education program planning, implementation, and evaluation.
 - Knowledge of disease prevention, health promotion, lifestyle risk reduction education, and public health research methods.
 - Knowledge of implementing population-based work which uses policies, systems, and environmental changes to make health improvements.
 - Knowledge of methods, practices, and techniques used in ascertaining public health problems and health education needs.
 - Knowledge of social marketing principles, public information, mass media, and methods of instructions.
 - Knowledge of the geography of Sarpy and Cass counties.
 - Demonstrate interpersonal and facilitation skills.
 - Ability to make professional decisions within the framework of Department policy, and perform all duties with efficiency, thoroughness, accuracy, and attention to detail.
 - Ability to assess, organize, and prioritize work assignments and meet deadlines.
 - Ability to understand and communicate effectively utilizing the English language both verbally and in writing, including use of proper grammar, vocabulary, spelling, and punctuation.
 - Ability to effectively present information, data, and statistics both verbally and in written communications.
 - Ability to understand and follow verbal and written instructions.
 - Ability to communicate, deal effectively and courteously with individuals of all ages and from a wide range of social and economic backgrounds, including those who may be irate.
 - Ability to use a wide range of audio visual equipment.
 - Ability to conform to scheduling demands that may include weekends, overtime, emergency call-in, and varied days, hours, and shifts.
 - Ability to work independently with a minimum level of supervision after completing training and probationary period.
 - Ability to operate a motor vehicle safely and in compliance with traffic laws and regulations, in the performance of job duties.

Work Environment: Work is generally performed indoors in an office setting, community sites or clients' homes and workplaces, but may occasionally be performed outdoors. The incumbents schedule may involve varied days, hours, weekends, holidays, and call-ins. Work may be fast-paced when dealing with multiple priorities, frequent interruptions, irate or uncooperative individuals, and emergency situations. Work also involves contact with, or exposure to, inclement weather conditions when traveling to various locations in Sarpy and Cass counties.

Work requires physical activity, including extended periods of sitting, standing, walking, kneeling, bending, crouching, reaching, stopping, and climbing. Noise level is typically moderate. An incumbent must have the ability to frequently lift and/or carry audio-visual equipment, supplies, and other materials weighing up to 10lbs., and occasionally lift and/or carry audio-visual equipment, supplies, and other materials up to 25 lbs.

Duties also require the ability to tolerate a work environment that includes infrequent contact with or exposure to blood or other body fluids, and infectious materials.

Frequent fine motor movement of fingers, hands, and wrists with gross motor movement of elbows and arms as well as hand-eye coordination and manual dexterity are necessary and required. Required sensory abilities include vision, hearing, and touch. Visual abilities, correctable to normal ranges, include close, distance, and color vision as well as depth perception and the ability to adjust focus. Communication abilities include talking and hearing within normal ranges.

Due to the need for all Department personnel to respond to public health emergencies, all personnel must be fitted and able to wear a NIOSH 95 mask.

Limitations and Disclaimer: The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.

Employees will be required to follow any other job-related requirements and to perform other job-related duties requested by Sarpy/Cass Health Department in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

All job descriptions are subject to possible modification to reasonably accommodate individuals with disabilities in compliance with the Americans with Disabilities Act and any other applicable Federal and Nebraska law. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

The Sarpy/Cass Health Department retains the right to modify or change the essential and additional duties of the job at any time.

SARPY/CASS

Health Department

I have read and understand the duties and responsibilities for which I am responsible. The duties, responsibilities and minimum requirements have been reviewed with me and I have received a copy.

Employee's Signature

Date

Health Director's Signature

Date