



Winnebago County

# Health Department

## WINNEBAGO COUNTY HEALTH DEPARTMENT

### JOB DESCRIPTION

<b>Job Title:</b>	Supervisor – Health Promotions
<b>Center:</b>	Health Promotion and Wellness
<b>Reports to:</b>	Director Health Promotion and Wellness
<b>FLSA Status:</b>	Exempt
<b>Grade Level:</b>	16
<b>Date Created/last reviewed:</b>	July 19, 2023

### POSITION SUMMARY

The Supervisor for Health Promotion (HP) supports population health in Winnebago County by providing oversight of the Health Promotion activities including integration of the community health priorities and quality assurance/quality improvement activities for the program, and management of personnel in support of the HP program. The HP Supervisor provides community outreach through health education presentations and programs, monitors health promotion grants, and often collaborates and consults within multidisciplinary and multi-agency teams in order to address the social determinants of health and achieve desirable outcomes for families and communities. Services are provided routinely during normal business hours and on weekends and evenings as needed.

### **ESSENTIAL FUNCTIONS:**

#### **Leadership and Systems Thinking**

- Collaborates in developing a work environment where continuous quality improvements in practice are pursued.
- Adheres to applicable Occupational Safety and Health Administration (OSHA) standards, such as those concerning exposure to blood borne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.
- Manages Health Promotion grants, completes required reports, and performs data analysis.
- Incorporates ethical standards of practice into all interactions with individuals, organizations, and communities.
- Describes public health as part of a larger inter-related system of organizations that influence the health of populations at local, national, and global levels.
- Collaborates with individuals and organizations/coalitions within the community to develop a shared vision of a healthy community with the inclusion of disease prevention, healthy equity, continuous quality improvement, evidence-based practice, and innovative programming.

- Can identify and determine health promotion and disease prevention factors incorporated into the 10 Essential Public Health Services for healthy communities.
- Describes need for professional development (e.g., training, mentoring, peer advising, coaching)
- Demonstrates ability to facilitate internal and external workgroups in the development and implementation of plans to address health priorities.

### **Public Health Sciences**

- Understands and can describe important Public Health and Health Education theories and apply theories to development and implementation of Health Promotion programming.
- Utilizes current evidence based research to develop programming and documentation for reporting of program outcomes to leadership and community members that will assist in decision making for program objectives.
- Understands and can retrieve information from reliable sources of Health Promotion and Wellness electronic resources to assist in goal setting for programming.
- Establishes relationships and provides community partners with current evidence based research on specific health issues to assist community partners in the decision making process for developing and implementing programs for target population that promote health and wellness and decrease adverse outcomes to health.
- Utilizes current methods of evaluation to analyze results of programs and grant deliverables.
- Maintains confidentiality of all records data and information as required by department or state regulation.
- Ensures compliance with relevant state practice guidelines, community standards of care, and Federal and State laws and regulations.
- Demonstrates knowledge of client education principles based on developmental stage of learner.
- Advises Department management regarding the impact of health equity and social determinants on health outcome.
- Collaborates in the development of and contributes to individual, team, and Departmental quality improvement and evaluation activities including Public Health Accreditation (PHAB).

### **Community Dimensions of Practice**

- Collaborates in Winnebago County Health Department's community health assessment and health improvement planning and intervention activities.
- Actively participates in and acts as a liaison with other community agencies and professionals in collaborative efforts to address community health priorities
- Advocates on behalf of vulnerable individuals and populations; participates in assessing and evaluating nutrition and access to healthy foods in Winnebago County.
- Participates in Winnebago County Health Department sanctioned research and demonstration projects that seek to improve the health of communities and determine new ways to address health issues especially those related to public health nursing.

- Contributes to a work environment that fosters ongoing educational experiences regarding public health nutrition for colleagues, students, healthcare professionals, and members of the community.
- Assists Strategic Initiative Director in establishing and maintaining relationships with community partners to facilitate trust and to improve the health of a community target population.
- Strives to ensure community input is used for developing, implementing, evaluating, and improving policies, programs, and services.
- Facilitates developed HP program materials for WCHD Public Information Officer to utilize on WCHD social media and news print under the direction of the Health Promotion and Wellness Center Director.
- Uses a health equity approach to ensure communications and programming are inclusive and free from bias to effectively reach intended audiences.

### **Analysis and Assessment**

- Describes the social determinants of health and their impact on health of a community.
- Can identify valid and reliable quantitative and qualitative data and information that can be used when assessing the health of a community and target population.
- Contributes and supports to assessments of community health status and factors influencing positive and negative health behaviors.
- Demonstrates critical thinking skills throughout the assessment and analysis process.
- Understands the components of evidence based research and can describe what community health assets and resources are when building a healthier community.
- Can explain to community members risk factors associated with disease and factors that promote wellbeing of community members based on current national, regional and local data.
- Works with Center Director and Director of Data and Quality to review any critical trends or data.
- Adheres to ethical principles in the collection, maintenance, use and dissemination of data and information.

### **Policy Development and Program Planning**

- Participates in the development of policies that support healthy communities.
- Assists with the development of local and regional policy for Substance Abuse prevention, Tobacco Control, or violence prevention based on needs of community health problems and grant objectives as designated by Public Health Administrator and HPW Center Director.
- Collaborates in the development, implementation and evaluation of long and short range policies, plans and programs for public health in Winnebago County.
- Collaborates in and contributes to individual, team, and Departmental quality improvement and evaluation activities.

### **Communication and Cultural Competency**

- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.
- Adheres to ethical principles and Winnebago County Health Department policy in the collection, maintenance, use, and dissemination of data and information.
- Recognizes diversity within Winnebago County and the impact of diversity on policies, programs, services, and health of the community.
- Ensures that the literacy of populations served is reflected in WCHD policies, programs, and services.

### **Financial Planning**

- Contributes to the development and preparation of proposals for funding from external resources including grants.
- Collaborates in activities such as time studies that contribute to the development of budgets and the efficient use of resources.
- Contributes to and uses performance management systems for individual, program, and organizational improvement.

### **Other**

- Performs public health emergency response duties as assigned and consistent with job classification and training provided, in response to threats to the public's health.
- Participates in Department and community emergency response training and drills consistent with job classification in support of public health emergency and disaster preparedness. Performs other duties as assigned consistent with job classification.
- Assumes responsibility for own professional growth and development by pursuing continuing education, participating in professional committees and work groups.
- Performs other duties as assigned consistent with job classification.

### **BEHAVIOR EXPECTATIONS:**

- Continually looks for, suggests and works on better ways to conduct work.
- Promotes client rights and ensures confidentiality and privacy at all times.
- Open to new ideas and changes; encourages others to do the same.
- Treats each employee as an equal and valued member of the team and works cooperatively with other employees to complete work.
- Regular attendance required to accomplish job functions.
- Responds with flexibility to changing needs.
- Manages multiple tasks and deadlines.
- Supports and promotes the department's vision, mission, and core values.
- Promotes team and organizational learning.
- Treats others with courtesy, respect and a caring manner in all interactions.

- Works collaboratively in all situations with staff and clients to establish safety and hope, build trust, and provide a trauma-informed environment

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

### **Education, Licensure, Certifications, Experience**

- Bachelor’s Degree in Public Health, Community Health Promotion, Health Education or other related field.
- Preferred Master’s Degree in Public Health
- Minimum of three (3) years’ experience working with populations served by Public Health programming or similar populations.
- Preferred minimum three (3) year experience working with federal or state grant deliverables, and working knowledge of program planning, implementation, and evaluation standard practices.
- Preferred minimum of three (3) year experience in public speaking, teaching, or working with a population of diverse age and ethnicity.
- Prior direct supervisory experience or demonstrated work experience monitoring and directing the work of others.
- Demonstrated progressive leadership in Health Promotion and Wellness field.
- Must successfully completed Tier II New Staff Training within 60 days of hire.
- Must participate in assigned trainings, including on-line training in the National Incident Management System (NIMS) offered through the Federal Emergency Management Agency to obtain the following certifications.
  - Within 6 months of employment: ICS 100, ICS 200, ICS 700, and ICS 800
  - Within 12 months of employment: ICS 300 and ICS 400
- Current CPR Certification.
- Valid driver’s license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.
- Utilizes trauma-informed care in order to be a support to Winnebago County Health Department staff and clients.
- Knowledge of best practices in trauma-informed organizations and trauma-informed care.

### **Leadership and Systems Thinking Skills**

- Proficiency in human relations, problem solving, conflict resolution, and negotiation skills.
- Proficiency with standard office processes and practices.
- Able to incorporate ethical standards of practice into all interactions with individuals, organizations and communities.
- Contribute to development of a vision for a healthy community.
- An understanding and application of the Health Insurance and Accountability Act (HIPAA) rules and regulations to both individual and population base healthcare.

### **Public Health Sciences Skills**

- Knowledge of the core functions and essential services of public health.

- Knowledge of national public health accreditation standards and Illinois requirements for certified local health departments.

### **Community Dimensions of Practice Skills**

- Proficiency in collecting and disseminating program data as needed.
- Work cooperatively with other WCHD programs/divisions and the community to integrate program services.
- Represent the WIC Program and WCHD at community events.
- Support relationships and programs that may be needed to improve health in the community.
- Provide input for developing, implementing, evaluation, and improving policies, programs and services.

### **Analysis and Assessment Skills**

- Knowledgeable in use information technology in accessing, collecting, analyzing, using, maintaining and disseminating data and information.

### **Policy Development and Program Planning Skills**

- Contribute to health improvement planning projects as needed.
- Provides input on policies, procedures and programs.

### **Communication and Cultural Competency Skills**

- Proficiency in written and oral communication including in person, through print and electronic means.
- Proficiency in assuring that cultural, social, and behavioral factors play a significant role in the accessibility, availability, and delivery of public health.
- Knowledge of strategies for interactions with individuals and groups from diverse backgrounds.

### **Financial Planning and Management Skills**

- Performs job functions adhering to WCHD policies and procedures.

### **Other**

- Must successfully complete a pre-employment/post-offer drug screen.
- Must successfully complete a pre-employment/post-offer background check, which may include; criminal and civil claims, credit report, finger printing, etc.
- Proficiency in use of advanced computer skills: email, word processing, databases and spreadsheets, and internet searches.
- Proficiency in the WCHD data systems within 3 months of hire.
- Ability to work longer shifts, nights, and weekends to meet operational needs as determined by management.
- Must possess and maintain a valid driver's license, current certificate of vehicle insurance, and access to reliable transportation is required.
- Participates in trauma-informed trainings as assigned.

- Ability to meet the physical demands of the Essential Functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  - Engages in the following movements: Sitting, standing, walking, reaching and writing/typing frequently; balancing, stooping, kneeling, crouching, lifting, fingering, grasping, and feeling occasionally.
  - Must be able to lift and/or move up to 10 pounds frequently and 30 pounds occasionally.
  - Hearing ability sufficient enough to communicate with others effectively in person and over the phone
  - Visual ability must be sufficient enough to read documents, computer screen and drive a car.
  - Must be able to be fitted and wear NIOSH 95 mask, in conjunction with emergency preparedness.

#### **TOOLS AND EQUIPMENT USED**

Must be able to use multi-line telephone, mobile phone, fax machine, copy machine, calculator, computer, scanner and printer.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee works in a typical office environment. The employee is exposed to noise from close working conditions and significant work pace/pressures.

Winnebago County Health Department is committed to equity and social justice and advancing practices, strategies, and policies that promote fairness, justice, and opportunity for all.

Employees are empowered to do their work to the best of their ability as well as receive organizational support to help prevent and address secondary trauma.