



Cow Creek Government Office

Position Description

Position Title: Public Health Community Specialist

Department: CCH & WC

Reports To: PH Improvement Manager

FLSA Designation: Non Exempt

POSITION PURPOSE:

A Public Health Community Specialist is responsible for assisting the Public Health Improvement Manager with developing, administering and evaluating public health programs and services. The Public Health Community Specialist will gather data from community events, documents, and stakeholders to aid in assessment and evaluation of Public Health Programs and work plans. This position will be responsible for assisting in policy development and tracking the Public Health Accreditation domains, documents, and planning process. This position will interface directly with agencies including Oregon Health Authority, county level health agencies, and the Northwest Portland Area Indian Health Board Tribal Epidemiology Center.

Under the direction of Public Health Improvement Manager the Public Health Community Specialist will perform administrative and/or tribal health program services, including but not limited to program implementation, interviewing or contacting community members, coordinating services for community members, data collection for public health programs and related duties as assigned.

ESSENTIAL FUNCTIONS:

- Provide the community with health materials (like posters, infographics, pamphlets, etc.), while communicating effectively and with compassion, to educate the target audience and make sure that they fully absorb the information provided.
- Collect data in a precise systematic way, data entry, and provide support (as needed) on presentation or report development to other Public Health team members. Working with other departments within the Tribe on Public Health initiatives and data collection
- Cooperate well with others and foster relationships with Public Health Division including coordination with the partnered organizations or persons of authority.
- Assist with Public Health Identified priorities.
- Assist PH Improvement Manager with updating and tracking of high level planning processes including Public Health Accreditation.
- Primary point of contact for Public Health program applications for Tribal membership and coordination of services.

- Data analysis and tracking for clinical and programmatic evaluation.
- Develops reports, technical documentation, and presentations for Public Health and Clinic user populations.
- Participate in meetings and briefings, prepare report summaries, follow up with employees and experts to gather additional information, and identify the themes for next steps in data collection and analysis.
- Work closely with NPAIHB Epidemiology Center to track population health trends relative to the CCBUTI community.
- Assist with Quality Improvement and Quality Assurance.
- Development, planning and tracking of all necessary planning processes, stakeholder meetings, documents, and domain implementation/tracking relative to Public Health Accreditation.

QUALIFICATIONS:

- Bachelor's level degree in Public Health, Health Education, Social Work, Psychology or closely aligned field required.
- Two years of experience working within Public Health, Health or related field.
- Advanced user in Microsoft Office Package (Outlook, Excel, Word, Teams, and PowerPoint).
- Strong Problem-solving skills.
- Experience with data tracking and input
- Working knowledge of Public Health Accreditation
- One year of program development and implementation experience.
- One year of grants management experience.
- Excellent communication skills and the ability to fully instruct the others or target audience about the public health material. Persons with patient relations or interviewing experience are strongly encouraged to apply.
- Ability set well defined and realistic personal goals, while displaying a high degree of ingenuity.
- Must be highly organized and motivated, and keep information collected organized accurately and precisely identify priorities.
- Must demonstrate discretion, tact, knowledge, judgement, and overall ability in working effectively with federal, tribal and other professionals and facilitating participation and partnership in activities of the program.
- Must be sensitive to cross-cultural differences, and able to work effectively within their context.
- Must be able to travel, as requested.
- Must have a Current Valid Oregon Driver's License.