



FLSA: EXEMPT  
EEO: 4  
JANUARY 2024

## **PUBLIC HEALTH PROGRAM COORDINATOR**

### **DEFINITION**

The Program Coordinator plays a pivotal role in planning, implementing, and coordinating public health program and initiatives. This position works closely with various stakeholders to promote and improve community health outcomes. The Health Coordinator will support the development and execution of strategies to address public health issues, focusing on prevention, education and community.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents in this position are expected to provide community outreach and education, develop and plan Public Health programs, collect and analyze data, collaborate and partner, advocate for policy, manager resources and evaluate a programs and their impacts and identify areas for improvement.

### **REPORTS TO**

Higher-level management staff.

### **CLASSIFICATIONS SUPERVISED**

This classification may exercise functional direction over other staff members if it relates to the CCS program, otherwise, this classification does not supervise staff.

### **EXAMPLES OF DUTIES**

*The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.*

- Collaborate with the Public Health Director/Manager to develop and refine public health programs, campaigns, and initiatives.
- Assist in creating program goals, objectives and performance indicators.
- Research and gather data to inform program design and implementation.
- Prepares periodic program performance reports requested by the state.
- Engage with community members, organizations, and stakeholders to assess public health needs.
- Develop and deliver educational materials and workshops to raise awareness and promote health behaviors.

- Coordinate community events and health fairs to provide access to health resources and services.
- Collect and maintain accurate data on health-related issues, demographics, and trends within the community.
- Analyze data to identify health disparities and emerging public health concerns.
- Prepare reports and presentations to communicate findings to stakeholders.
- Collaborate with local healthcare providers, government agencies, non-profit organizations, and community groups to leverage resources and expertise.
- Build strong working relationships with key partners to enhance public health efforts.
- Stay informed about local, state, and federal public health policies and regulations.
- Advocate for policies that promote public health and address health inequities.
- Assist in budget development and management for public health programs.
- Ensure efficient use of resources and compliance for funding requirements.
- Monitor program outcomes and evaluate their impact on community health.
- Identify areas for improvement and implement changes to enhance program effectiveness.

**Expected duties if assigned to the Health Clinic function:**

- Coordinate the services and operations of County clinics to ensure efficient workflow, use of a health records system, and adherence to County and clinic policy and procedures.
- Work closely with physicians and management groups to create and manage contracted services for the clinics.
- Coordinate and maintain a system to receive and respond to patient complaints.
- Work closely with the County medical staff to ensure activities needed to maintain a consistent workflow within all aspects of the clinic operations.

**ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

- Public health principles, epidemiology, and health promotion.
- Local public health resources and agencies.
- Effective marketing and communication strategies.
- Modern office procedures including filing, typing, faxing, e-mailing, and business telephone techniques.
- Organizational and time management skills.
- Programs and services with health clinics and systems.

## **Ability to:**

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Operate contemporary office equipment inclusive of a computer, keyboard, and all applicable electronic equipment.
- Organize, implement, and direct program staff to ensure compliance with County policy and State and Federal requirements; develop and recommend policies and procedures related to assigned operations.
- Organize and delegate work appropriately to meet deadlines.
- Learn and understand HIPAA rules and regulations.
- Effectively work independently and in a team-oriented environment.
- Prepare and monitor assigned budget and grants.
- Read, interpret, complex documents, rules, regulations, policies, and procedures.
- Establish goals and objectives, and implement plans to meet those objectives.
- Collect and evaluate information, establish facts, draw valid conclusions, and take appropriate actions or make appropriate recommendations.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and effectively in all forms of communications by using correct grammar, punctuation, and spelling.
- Prepare clear and concise reports, charts, graphs, and other documents.
- Retain and recall information.
- Understand and follow verbal and written instructions.
- Maintain productivity with frequent interruptions.
- Use patience, tact, and courtesy in dealing with people under various circumstances.

## **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; average manual dexterity and eye hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

## **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; continuous contact with staff and the public.

## **TRAINING AND EXPERIENCE**

*Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:*

**Education**

Associate's Degree or Bachelor's Degree in Public Health, Health Education, Marketing or related field preferred.

**Experience**

Three (3) years of progressively responsible administrative experience working in local government, community outreach, health education or program coordination.

**SPECIAL REQUIREMENTS**

Possession of, or ability to obtain, an appropriate, valid California driver's license.