Medical and Health Program Consultant

DESCRIPTION OF WORK: This class provides consultative and educational support in medical and health programs to a variety of audiences. Incumbents of these positions typically provide expert advice and consultation within the areas assigned. They may provide technical expertise and guidance in assessing, developing and implementing educational and research materials to meet public health needs.

EXAMPLES OF COMPETENCIES:

CONTRIBUTING:

- **Technical Knowledge:** Basic knowledge of the principles and practices of public health and public health education activities. Basic knowledge of emerging public health issues. Basic knowledge of educational theory and techniques in the field of public health education. Basic knowledge of journalistic principles and methods of preparing subject matter in the promotion of public health activities. Basic knowledge of principles and practices of state and federal standards, certifying and accrediting bodies, guidelines, and regulations applicable to area of assignment.

- **Consulting/Advising:** Ability to consult with Public Health physicians and practitioners regarding emerging health issues and the most appropriate prevention and treatment strategies available.

JOURNEY

- **Technical Knowledge:** Working knowledge of the principles and practices of public health and public health education activities. Working knowledge of emerging public health issues. Working knowledge of educational theory and techniques in the field of public health education. Working knowledge of journalistic principles and methods of preparing subject matter in the promotion of public health activities. Knowledge of unit organization and standard operational procedures. Working knowledge of principles and practices of state and federal standards, certifying and accrediting bodies, guidelines, and regulations applicable to area of assignment. Working knowledge of adult learning principles and teaching techniques.

- **Consulting/Advising:** Ability to provide appropriate consultation and advice on the specific public health issue assigned. Ability to be a resource for the community in the assigned area of concern.

- **Client/Customer Service:** Ability to establish appropriate professional relationships with the target audience. Ability to approach job as an opportunity to assist the community in understanding public health issues and committing to improving responses to those issues. Ability to use a friendly, informative, and helpful approach. Ability to provide services in a timely manner.

- **Coaching/Mentoring:** Ability to provide education on disease processes, treatment and self-care.

- **Communication:** Ability to communicate public health information to the community using layman’s terms. Skill in observing behavior and mannerisms. Ability to actively listen.
ADVANCED

- **Technical Knowledge:** Full knowledge of the principles and practices of public health and public health education activities. Full knowledge of emerging public health issues. Full knowledge of educational theory and techniques in the field of public health education. Full knowledge of journalistic principles and methods of preparing subject matter in the promotion of public health activities. Full knowledge of principles and practices of state and federal standards, certifying and accrediting bodies, guidelines, and regulations applicable to area of assignment. Ability to collect and compile appropriate health and community data.

- **Consulting/Advising:** Ability to work with a wide variety of public health specialists and members of the community.

- **Client/Customer Service:** Ability to develop a professional relationship with the community or target audience while assisting them in understanding public health issues and possible approaches for dealing with those issues. Ability to work with staff to update/revise processes to improve educational outcomes. Ability to coordinate and collaborate with staff, Public Health specialists and the community.

- **Coaching/Mentoring:** Ability to design and establish innovative approaches to educating the public on emerging public health issues. Ability to precept and mentor staff.

- **Communication:** Knowledge of advanced communication techniques to members of the community, as well as members of the health care field. Skill in observing behavior and mannerisms. Ability to actively listen. Ability to determine the most effective method of communication (e.g., type of speech delivery, visual aids, etc.)

**MINIMUM TRAINING AND EXPERIENCE:** Bachelor’s degree in Public Health or Public Health Education, or an equivalent combination of training and experience.

**Special Note:** This is a generalized representation of positions in this class and is not intended to reflect essential functions per ADA. Examples of competencies are typical of the majority of positions, but may not be applicable to all positions.