

PUBLIC HEALTH PROGRAM CONSULTANT I

This is consultative work in providing technical assistance to local health departments, community agencies, and other service providers involved in the delivery of public health programs. Work involves advising service providers on technical and administrative issues affecting program development, implementation, and evaluation in the assigned program area. Employees are responsible for promoting the public health objectives associated with the assigned program and strengthening the effectiveness and quality of health care delivered.

I. DIFFICULTY OF WORK:

Variety and Scope - Work involves serving as a consultant in a specific program area including serving as a program advocate, performing needs assessments, and assisting in the development and evaluation of health care services.

Intricacy - Work requires the analysis of service delivery requirements including necessary funding, staffing, equipment, and related administrative concerns in order to develop viable program operation recommendations. Program evaluation activities require analysis of administrative functions, promotion activities, and integration with other related services. Employees apply public health program operation and administration principles in program planning and assessment.

Subject Matter Complexity - Work requires general administrative and program understanding in the assigned program area.

Guidelines - Work is performed within general guidelines established by Federal Grant requirements, State statute, and/or program policies and procedures.

II. RESPONSIBILITY:

Nature of Instructions - Daily work is self-planned and is performed with considerable independence. General instructions regarding program procedures and goals are given from higher-level program consultant or Program Managers.

Nature of Review - Work is reviewed administratively by a higher-level program consultant or program coordinator. Technical review occurs periodically by Program Manager of the assigned area.

Scope of Decisions - Recommendations concerning program operation and revisions affect local health departments, community agencies, and other service providers with the potential for causing inconvenience or disruption of services to the client population in the concerned service area. .

Consequence of Decisions - Recommendations affect the availability of services within assigned area and the operations of service providers.

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Employee has frequent contact with public health nurses and administrators, community organizations, school officials, private physicians, and other community health providers.

Nature and Purpose - Employee promotes services, assists local personnel in development and delivery of programs.

IV. OTHER WORK DEMANDS:

Work Conditions - Considerable time spent traveling while visiting schools, health departments, and other work locations.

Hazards - Employee will have periodic exposure to hazards in the field (driving, rural inner-city settings, inclement weather, and to a lesser degree in clinic settings while visiting health departments.)

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of program objectives and standards in the area of assignment; considerable knowledge of local health administration, methods of delivery of local services and funding relationships; general knowledge of goals and methods of practice of other health professionals. Ability to participate effectively in program planning, evaluation and quality control methods; ability to communicate clearly and concisely in oral and/or written form with health professionals and the general public.

Minimum Education and Experience - Master's degree in Public Health, social work, nursing, psychology or related field; or graduation from a four-year college or university and two years of administrative, consultative or counseling experience in a related human service program.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.