

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title Health Program Coordinator
Sch & Grade PAT-10
Class Code BE17
FLSA Status Exempt
Bargain Unit Elig. Not Eligible
Occupational Group Health

PRIMARY PURPOSE:

Plans, organizes, directs and coordinates the daily operations of an assigned Health Program within the Springfield-Greene County Health Department. Program areas include Maternal/Child and Family Health, Wellness/Health Education, and Community Health, Epidemiology, Business Health Strategy or others.

SUPERVISION:

Under supervision and direction of an assigned Health Program Administrator or Assistant Director. Will supervise and direct the staff of an assigned Health program.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Plans, organizes, coordinates and supervises the daily operations of assigned program(s), which may include Maternal/Child and Family Health, Wellness/Health Education, and Community Health, Epidemiology, Business Health Strategy or others.
2. Supervises and directs the work of program personnel, including making hiring decisions; providing leadership, technical advice and assistance; scheduling and assigning work; conducting performance evaluations; recommending and implementing necessary disciplinary actions; etc.
3. Serves a primary role in the development and evolution of public health programs including methods of providing services and evaluating the effectiveness of programs and making recommendations for improvement based upon assessment and best practice.
4. Develops and maintains relationships with various professional, civic, and volunteer groups; community stakeholders; and individuals to plan, promote, implement and evaluate community and public health programs.
5. Prepares and monitors and assigned program budget.
6. Serves as a community resource for area professionals, schools and the public by responding to requests for information.
7. Develops and conducts assessments to identify specific community health needs and provides recommendations for new and or improved health services within an assigned program.
8. Provides direct client services as needed.
9. Prepares effective professional reports that present data collection and analysis in effective formats. Establishes and maintains records and record keeping systems to comply with regulations and accreditation purposes.
10. Travels to off-site locations as necessary to monitor and evaluate operations, present information, etc.

IMPORTANT FUNCTIONS:

1. Attends seminars, conferences, workshops and other training for professional development purposes.
2. Utilizes computer software applications, as necessary.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Broad knowledge of health issues relating to nutrition, communicable disease and control, epidemiological investigation, bioterrorism and environmental assessment techniques, health promotion and education; broad knowledge related to maternal, child, and family health issues; working knowledge of the social and economic factors impacting the community served; knowledge of available public health resources; general knowledge of program operational issues, such as planning, coordinating, budgeting and marketing; knowledge of effective supervisory methods and techniques.

Abilities

Plan, organize and coordinate multiple projects in a team management approach; establish and communicate clear goals and objectives; utilize sound independent judgment and make responsible decisions and recommendations; gather, interpret, evaluate and use statistical data; develop and implement action plans and evaluate effectiveness; prepare and present reports, speeches, program, etc.; read, understand, apply and comply with the terms of the Program Services Contract; deal effectively and sensitively with a variety of people from different cultures and economic backgrounds; follow oral and written instructions; utilize necessary computer software applications; communicate effectively both verbally and in writing; deal effectively and courteously with associates and the general public; present an overall professional image; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City’s stated mission and philosophy; perform the essential function of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor’s degree in Nursing, Public Health, Nutrition, Dietetics, Business or Public Administration or related degree and three years of responsible experience in public health or related area. One year of supervisory experience is strongly preferred but not required.

Physical Requirements

Performs bending, squatting, kneeling and reaching to both ground level and overhead; lifts, carries, pushes and pulls objects up to 30 pounds; holds and grips objects; must possess ability necessary to operate a computer keyboard.

Working Environment

Primarily indoors, with heating and cooling regulated in a general office environment; may be subjected to extreme weather conditions when traveling to off-site locations; may be subjected to extreme levels of noise.

Licensing/Certification

None required.

Miscellaneous Requirements

Must provide transportation to off-site locations. If driving a vehicle in the course of performing job duties, incumbent must possess a valid Missouri Motor Vehicle Operator’s License. Must be available to work irregular hours, as needed.

Last Revision: 10/18/2018	GENERAL ORDINANCE NO. 6377
Comments: Updated Licensing/Certification.	Date: 06/26/2017

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____