

EASTERN HIGHLANDS HEALTH DISTRICT POSITION DESCRIPTION

Class Title: Public Health Project Specialist
Group: Eastern Highlands Health District
Pay Rate: Hourly Wage
FLSA: Non-Exempt
Effective Date: August 17, 2020

General Description/Definition of Work

This is a high level technical position that involves planning, coordination and operations of the local health department response to all types of public health emergencies. The Public Health Project Specialist will report directly to the EHHD Director but will provide service to the ten towns that the Health District supports as directed. This is a grant funded durational appointment.

Essential Job Functions

- Provide assistance to the Health District towns with public health preparedness as needed.
- Engage in as directed infection disease control activities such as contract tracing, infectious case interviews, and health monitoring of identified contacts.
- Participate in established municipal emergency planning committees and lend support to the process.
- Recruit lay and medical volunteers to assist with local and regional response to public health emergencies, and particularly the implementation of points of dispensing (POD) clinics, vaccinations or mass dispensing of drugs.
- Engage in as directed the coordination and administration of seasonal flu and emergency vaccination clinics.
- Update and develop job descriptions for all emergency response volunteer roles and identify specific volunteers who are qualified to fill all positions.
- Maintain and update a database of all volunteers with contact information, credentials, days and hours of availability, assigned job roles and other pertinent data.
- Maintain and update a rapid and secure communications system to summon volunteers and paid staff to respond to public health emergencies.
- Assist with and/or provide training for volunteers and paid staff.
- Provide staff support to regional planning efforts to develop an all-hazards response plan for DEMHS region 4.
- Provide ongoing communication to Health District staff and all key players on emergency planning issues. (i.e. bioterrorism, pandemic and other related subjects)
- Participate in State and Federal preparedness and emergency response planning meetings and trainings as directed.
- Develop written communications and resources for the public, the media and policy makers on issues of public health emergency response.
- Assist with actual response to local and regional public health emergencies as needed.
- All other public health duties as assigned by the Director.

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Knowledge, Skills and Abilities

- Working knowledge of public health systems and interaction of health systems.
- Strong oral, interpersonal and written communication skills.
- Training and experience in risk communications.
- Computer proficiency in word processing programs, Power Point, spreadsheet and other document formatting techniques, ability to create and maintain rapid electronic communications networks and maintain webpage.
- Ability to organize and facilitate groups.
- Ability to work with diverse organizations and interests and to work collaboratively.
- Ability to develop and conduct training programs.
- Willingness to take direction.
- Strong initiative and ability to work independently.

Physical Demands and Work Environment

Required for essential duties; reasonable accommodations will be considered under the Americans with Disability Act. This list is not all-inclusive and may be supplemented as necessary.

- Must be mobile with the ability to get from location in the office or work site(s) to other locations in and outside from the primary office or worksite(s). Ability to sit and/or stand for prolonged periods of time.
- Ability to reach and bend, and push/pull or lift objects less than twenty (20) pounds.
- Ability to perform manipulative skills, such as writing, using a keyboard and/or calculator with accuracy.
- Ability to see and read objects closely, as in reading/proofreading narrative or financial reports. Ability to read plans, maps or diagrams and read from a computer monitor. Ability to see objects far away, as in driving. Ability to discriminate between colors.
- Ability to hear normal sounds with background noise, as in hearing using a telephone. Ability to distinguish verbal communication and communicate through speech.
- Ability to communicate effectively in oral and written form.
- Ability to maintain files and records. Makes mathematical calculations using calculator.
- Ability to concentrate on complicated detail and complex issues for more than three hours at a time with some interruption, pressure and changing priorities.
- Memory to perform multiple and diverse tasks over long periods of time and ability to remember information that has been read, studied or previously learned.
- Ability to use knowledge and reasoning to solve complex problems.
- Ability to learn and apply new information, methodologies, techniques and legislation applicable to departmental activities.

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Education and Experience

Bachelor's degree in public health, clinical health or related field required, with three or more years of professional experience in a public health agency or comparable setting. Masters degree preferred. Planning background, and program management desirable.

Special Requirements:

Must have a valid Connecticut Class 3 driver's license.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Health District and the employee and is subject to change by the Health District as the needs of the Health District and requirements of the job change.

Approved by: _____ Date: _____
Robert L. Miller, Director of Health