

## PUBLIC HEALTH EDUCATION SUPERVISOR

### NATURE OF WORK

This is highly responsible professional, technical, administrative and supervisory work coordinating and evaluating consultative, educational and lifestyle change programs in public health, such as chronic disease, infectious disease, injury prevention, tobacco prevention and wellness.

Work involves responsibility for: serving as a Public Health Education Supervisor in the Health Promotion Division supervising a team of professional, technical and support staff; building, facilitating and maintaining effective collaborations and partnerships; communicating health risks to the public, other agencies, and appointed and elected officials; identifying and monitoring performance metrics and indicators; identifying health inequity and developing innovative and evidenced based strategies protecting and promoting public health and achieving health equity; guiding and implementing effective marketing and branding strategies; identifying opportunities for and providing leadership to quality improvement processes; leading and managing positive change and innovative approaches; identifying resource needs and funding opportunities and strategies; preparing, monitoring and administering budgets. Considerable independent judgment and personal initiative is expected within the framework of established policies and environmental, public health and administrative laws and regulations. Work is performed under the general supervision of the Division Manager, and reviewed through conferences, reports and outcomes achieved.

### EXAMPLES OF WORK PERFORMED

May act for Health Promotion Manager in his/her absence.

Selects, supervises and evaluates professional, technical and support staff.

Creates and maintains a culture of customer service, responsiveness, innovation and quality improvement.

Implements and provides leadership to quality improvement processes, innovative approaches to reach diverse and susceptible populations, and customer discovery initiatives.

Reviews, analyzes and identifies gaps in data, and determines appropriate uses.

Assesses and understands the health status of populations, determinants of health and illness, and factors contributing to promoting health and preventing disease.

Participates in community health planning, community design, area and comprehensive land use planning processes, preparedness and emergency response planning, and evaluates public health implications, and ensures public health issues are addressed.

Staffs, develops and guides advisory committees, task forces and community coalitions.

Develops, prioritizes and implements strategies to achieve performance objectives.

Assists in budget preparation and justification; provides fiscally responsible program oversight; monitors revenues, expenditures, staff time and activity.

Identifies grant opportunities, guides, oversees, and edits grant applications and reports

Reviews Memoranda of Agreement and Requests for Proposals.

Develops presentations for, and communications with: the Mayor, City Council, County Board, Board of Health, Planning Commission, various committees, and other entities.

Reviews changes in laws; assists in the development of ordinance changes; coordinates the development of new regulations and strategies with Division Manager, stakeholders and advisory committees.

Coordinates the development and monitors implementation of policies and procedures.

Performs related work as required.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of personnel and program management.

Thorough knowledge of communication feedback strategies,

Thorough knowledge of primary prevention principles.

Thorough understanding of culture, diversity, and inclusion; health equity and susceptible population issues.

Thorough knowledge of community health assessment.

Thorough knowledge of evidenced based practices in public health education, lifestyle change, and disease prevention.

Thorough knowledge of evidenced based approaches to lead and facilitate positive organizational change.

Thorough knowledge of establishing performance indicators and leading performance improvement strategies.

Thorough knowledge of quality improvement tools and processes.

Thorough knowledge of grant writing procedures and program development.

Considerable knowledge of relevant laws and regulations, union contracts, and policies.

Knowledge of electronic and social media, and community marketing and branding strategies.

Ability to assign, coordinate and evaluate professional and support staff work.

Ability to establish and maintain effective working relationships.

Ability to communicate effectively orally and in writing.

Ability to manage and resolve conflict.

Ability to efficiently use information technology to access information, communicate, and produce effective work products.

Ability to present complex information effectively.

Ability to create effective partnerships and collaborations; build and sustain teams, networks and coalitions.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with a bachelor's degree in community health education, public health, public health education, health promotion, or related field plus six years of experience in responsible community health education; or any combination of training and experience that provides the desirable knowledge, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

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