

PUBLIC HEALTH PERFORMANCE MANAGEMENT COORDINATOR

NATURE OF WORK

This is highly responsible professional work coordinating and/or facilitating the components of the Lincoln-Lancaster County Health Department's Public Health Accreditation requirements and the Lincoln and Lancaster County Community Health Improvement Plan (CHIP).

This position is responsible for coordination and on-going assurance of the department's compliance with all requirements of the public health accreditation/re-accreditation process as identified by the Public Health Accreditation Board (PHAB). Work includes workforce development planning and implementation around public health competencies as well as performance improvement/quality improvement for the department and department programs. Work also includes coordination of staff training needs as they relate to performance improvement/quality improvement and assistance with analyzing and updating the standards of public health practices within the department. This position is responsible for coordination of the elements of the Community Health Improvement Plan (CHIP) including providing leadership in development, community engagement, assurance of implementation and on-going effort, continuous evaluation of progress, and recommendations for change. This position works with dozens of community partners to establish strategies and action steps to impact identified community health priorities. The CHIP is created in conjunction with the Department's Community Health Assessment (CHA) and with significant input from the community including the health care system. An employee in this class is expected to exercise considerable independent judgement and personal initiative within the framework of the established departmental, City, State, and Federal policies and regulations. Supervision is received from an administrative superior. This position may supervise professional, technical, and clerical subordinates.

EXAMPLES OF WORK PERFORMED

Serves as the Department expert on the requirements of maintaining national accreditation status by the Public Health Accreditation Board (PHAB); ensures that all elements of the requirements are being addressed and documented by Department leaders including division managers and program supervisors.

Monitors, and facilitates where appropriate, activity and progress on department operational plans including Work Force Development, Performance Improvement, Strategic, Communication, Quality Improvement, and Emergency Preparedness.

Coordinates and implements department-wide performance and quality improvement processes that evaluate the quality, outcomes, and effectiveness of public health services considering needs and trends; analyzes and prepares related reports for administrative review.

Manages staff training needs pertaining to performance and quality improvement; communicates the information to staff.

Leads department-wide workforce development efforts to meet identified needs; assists

divisions in creating and ensuring workforce development opportunities for staff.

Develops and implements a plan, in partnership with the Epidemiology Team, that assures active involvement of members representing all segments of the community in the Community Health Improvement Plan (CHIP).

Facilitates, in conjunction with Epidemiology, the CHIP process to ensure on-going community involvement in identification of health priorities, health improvement goal setting, identification of public health strategies and action options, program development and implementation, monitoring and evaluation, and recommendations for change.

Ensures staff engagement in CHIP strategies consistent with the work/mission of their program/coalition and the Department.

Collaborates with internal and external partners on special projects as assigned.

Maintains regular and reliable attendance.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the principles, methods, and objectives of public health.

Considerable knowledge of community health assessment processes, analysis, and implementation of actions to accomplish desired outcomes.

Considerable experience in facilitation of large/small groups to reach a desired outcome.

Ability to participate successfully in professional development opportunities and translate into leading methods, practices, and processes to benefit that individual and the department.

Ability to communicate effectively both orally and in writing.

Ability to use sound judgement in day-to-day operations that supports the philosophy and mission of the department.

Ability to establish and maintain effective communication and working relationships with superiors, co-workers, community partners, city and county leaders, and others with whom the department has close working relationships.

Ability to write reports that are an accurate reflection of the status of the work.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university supplemented by a Master's Degree in Public Health or related field plus five years of experience in public health with emphasis in such areas as performance and quality improvement, community engagement/planning, education, public health accreditation, facilitation, epidemiology; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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