

APPLY IN PERSON AT:
Human Resources Department
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:
Human Resources Department
P.O. Box 365
Oneida, WI 54155-0365

A good mind. A good heart. A strong fire.

Phone: (920) 496-7900
Fax: (920) 496-7490

APPLY ONLINE AT:
<http://oneida-nsn.gov>

POSITION TITLE: Public Health Coordinator **Two (2) year Limited Term Employment Contract**
POSITION NUMBER: 03030
DEPARTMENT: Community Health Services
LOCATION: 525 Airport Road Oneida WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: Community Health Nursing Supervisor
SALARY: E05 \$45,961.00/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: June 3, 2019
CLOSING DATE: Until Filled
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

The Public Health Coordinator promotes health in the community with a primary focus on both internal and external stakeholder engagement and health education efforts. Activities include, but are not limited to, systematic analysis of health data, care plan development, health education and advocacy, coalition building, and collaborating with community partners to promote the health of a population. The Public Health Coordinator will collaborate and consult within multidisciplinary and multi-agency teams in order to achieve desirable outcomes. This position is a two (2) year Limited Term Contract position. Continuation of this position is contingent upon funding allocations.

DUTIES/ RESPONSIBILITIES

Under general supervision, the Public Health Coordinator performs the following essential functions within the framework of the Public Health Core Competencies (PHCC). These duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

Analytical/Assessment Skills

1. Conducts process and outcome evaluation activities.
2. Analyzes public health data and communicates findings to a variety of audiences.
3. Coordinates in the development, implementation, data analysis and report writing of the Community Health Assessment (CHA) and Community Health Improvement Plan.
4. Contributes to a work environment where continuous quality improvement is a key factor in program development.
5. Utilize data in the promotion of health and wellness; qualitative, quantitative, primary and secondary.

Policy Development/Program Planning Skills

6. Ensures department compliance with public health accreditation standards set by the Public Health Accreditation Board (PHAB).
7. Conducts and reports on program evaluations to improve program effectiveness and demonstrate value to programmatic and funding partners.
8. Monitors compliance with local, state, and federal standards.
9. Evaluate policies and procedures for health impact.

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Communication Skills

10. Disseminates information to the public through presentations, news releases, newsletters, web sites, social media, demonstrations, media interviews, and displays.
11. Coordinates the activities of meetings or events.
12. Operate business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software.
13. Operate social media platforms to promote health and wellness.
14. Communicate effectively in the English language, both verbally and in writing.

Cultural Competency Skills

15. Develops print materials that are health literate and utilizes design skills.
16. Plans, implements and teaches relevant educational programs.
17. Reaches and engages diverse audiences in ways that are inclusive and do not discriminate to ensure full access to programs, facilities and educational services.
18. Interact with customers, community partners and co-workers with fairness and equity and deliver services free of bias or prejudice.

Community Dimensions of Practice Skills

19. Facilitates planning and assessment meetings with both internal and external stakeholders.
20. Educates key stakeholders on key public health initiatives and plans.
21. Collaborate with partners for promotion of wellness and disease prevention.
22. Contributes to team efforts to accomplish results as required.
23. Participates in local, regional and statewide public health events, committees and coalitions as needed.
24. Develop new and maintain existing relationships with partners.

Public Health Sciences Skills

25. Identifies and/or develops program materials for use by consumers and other professionals for various teams within Oneida Community Health Services Department.
26. Seek out and use evidenced base and best practices in programming.

Financial Planning and Management Skills

27. Meet grant and other financial deadlines and follow purchasing processes.

Leadership and Systems Thinking Skills

28. Willing to obtain additional education and training.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

1. Work is generally performed in an office setting, as well as community sites including client's homes and workplaces.
2. Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ ice, cold, heat., Community locations may subject worker to increased risk of driving hazards.
3. Community locations may subject worker to communicable diseases, insect and other disease vectors, toxins, hazardous materials, chemical and animals. Potential risk of blood borne pathogen exposure.
4. In all settings, employees may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behavior and/ or communication.
5. Due to the need for public health personnel to respond to public health emergencies, the employee must be able to meet the physical demands of performing the following activities: Must be able to be fitted and wear appropriate respiratory protection. Engage in the following movements: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling and writing and repetitive motions. Exert up to 30 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.
6. Evening and/or weekend work and/or extended hours and irregular shifts may be required.

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STANDARD QUALIFICATIONS

Must adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.

1. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.
2. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol-Free Workplace Policy during employment.
3. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
4. Must adhere to strict confidentiality in all matters. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position.
5. National Incident Management System (NIMS)/Incident Command System (ICS) 100, 200 and NIMS700 certification within three (3) months of employment. National Incident Management System (NIMS)/Incident Command System (ICS) 300 and 400 certification within one (1) year of employment.
6. Basic Life Support (BLS) certification within ninety (90) days.
7. Oneida Certification on reporting Child Abuse and Neglect within ninety (90) days.
8. Employees are required to have proof of immunity or dates of 2 doses of MMR and of Varicella prior to starting in any position within the Oneida Comprehensive Health Division. Any refusal of vaccination(s) or failure to provide proof of immunity may disqualify the applicant.
9. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

PREFERRED QUALIFICATION

1. Previous experience in data collection and/or record keeping.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree in Public Health Administration, Community Health Education or related field.
2. Certified Health Education Specialist (CHES).
3. Six (6) months of experience in Public Health or related field.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**