

# Public Health Program Coordinator

**Salary**

\$45,000.00-\$50,000 Annually

**Location**

Grundy Center - 50638 - Grundy County, IA

**Job Type**

Full-time

**Agency**

Grundy County Public Health

**Opening Date**

November 14th until position is filled

**Point of Contact**

Julie Johnson, [juliej@heartandsolutions.net](mailto:juliej@heartandsolutions.net)

**Job Description Summary**

The Grundy County Public Health Program Coordinator performs a variety of professional and technical public health work. This position works to favorably influence overall community health status by providing comprehensive and coordinated health education programs to county residents, informing residents of health risk factors and evaluating, organizing, promoting, and implementing health risk reduction strategies through wellness programs and community wellness promotion. The Program Coordinator will assist in general office duties such as answering the phone and emails, processing and sending mail, ordering office supplies, managing inventory, and general housekeeping duties. Other tasks include data entry, assisting with grant reports, making deposits, submitting claims and billing. The Program Coordinator will assist community members and stakeholders with public health resource and referral information.

Under the general supervision of the Grundy County Public Health Administrator, the Grundy County Public Health Program Coordinator serves as an agency subject matter expert on an identified content area and works to build capacity, collaboration with state and community stakeholders across multiple sectors, consultation, technical assistance, program development, strategic communications, facilitation of community alliances, and implementation of evidence-based prevention strategies. Program Coordinators are responsible for planning tasks, implementing activities, assessing outcomes, and coordinating partners toward collective action within a specific program or content area.

Responsibilities include:

- Promote Public Health and encourage wellness and prevention through a variety of mediums.
- Complete assigned reports in a timely manner.
- Investigate outbreaks and interview contacts of infectious disease.

- Conduct state required audits for local facilities, as assigned.
- Perform other related duties as required.
- Ability to effectively establish and maintain good working relationships with employees, public officials and the general public.
- Ability to analyze complex public health issues, data, evidence informed practices and to make sound recommendations.
- Flexibility to work with individuals and groups where and when they are available is required.
- Regular and punctual attendance is required.

#### Work Environment

- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (20-25 pounds, up to 35 pounds).
- Tasks may involve extended periods of time at a keyboard or workstation and on the telephone.
- Travel will be required at times.
- Hours are flexible to respond to public health needs. This may include hours outside of 8am-4:30pm, nights, weekends.
- Must have remote capabilities.

#### Minimum Qualification Requirements

1. Bachelor's Degree and/or equivalent work experience in Public Health, Health Education and/or Promotion, or a health-related field.
  - a. Bachelor of Public Health preferred.
2. Experience working in the public health sector is preferred.
3. Understanding of social determinants of health and implications on health outcomes.
4. Fluent with various technology mediums including, but not limited to Microsoft Office programs and G-Suite (google apps), Zoom, Web Ex, etc.
5. Possesses strong skills in math and accounting.
6. Must possess a valid driver's license and vehicle insurance.

#### About Grundy County Public Health

The Grundy County Public Health office provides public health education, resources, and services to Grundy County. The public health office receives federal, state and county funding to support these programs and services. Services include individual and group teaching and information; communicable disease investigation, follow-up, and prevention education; school health programs; emergency preparedness; substance abuse prevention: child passenger safety; injury prevention programs and education.

Information and referrals to community services is also provided. The agency is a member of Grundy County Community Partners. Grundy County Public Health works actively with county emergency management, law makers, county decision and policy makers, and other community partners to strengthen public health preparedness in the event of a natural disaster or act of terrorism. Grundy County



Public Health oversees the county's Medical Reserve Corps, a group of volunteers which can be utilized, as needed, in such events.

The Grundy County Board of Health is appointed by the Board of Supervisors as the policy making board of the public health department.

Grundy County Public Health complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex.

### **Benefits**

Full-time positions offer a competitive benefits package including health insurance, life insurance, IPERS, and a paid time off plan in accordance with Grundy County policies and procedures.

### **Application Type:**

This job requires basic information to include: resume, plain text cover letter and references (minimum of 3, with one personal) to be sent to point of contact.

### **Housing Agency**

Grundy County, IA

### **Agency Contact Information**

Grundy County Public Health

706 H Ave. Suite 2

Grundy Center, Iowa 50638

[Public Health - Grundy County, Iowa \(grundycountyiowa.gov\)](http://grundycountyiowa.gov)