

Public Health Coordinator

Job Summary: Provides support to further the mission of public health

Reports to: Nurse Administrator

Essential Duties and Responsibilities: *The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned including responding to an emergency event or participating in exercises to test emergency plans.*

1. General office duties shared with office manager
2. Assure communication with the public on approved messages through agency website, Facebook, and community displays/fliers.
3. Complete immunization program recall, inventory, education, and outreach
4. Assure general assistance program duties are completed and policies updated as needed with board of supervisor approval
5. Assist with quality improvement activities
6. Seek out additional funding sources and complete grant applications as appropriate
7. Assist office manager with grant billing as assigned
8. Act as liaison with community groups where information relative to the program and/or agency is shared such as Decat Shared Decision Making Team, Interagency, and Prevent Child Abuse Iowa
9. Review and be knowledgeable about changes in Medicaid reimbursement policies
10. Submit prior authorizations as required with Managed Care Organizations and complete required initiation and training of Electronic Visit Verification through state-contracted provider.

Knowledge, skills, physical and mental abilities required to perform essential job functions:

1. Strong work ethic
2. Grant funding and project management skills
3. Knowledge of community resources and services
4. Budget management skills
5. Strong leadership skills
6. Ability to interpret grant contract conditions; organize and complete tasks in a timely manner
7. Ability to exercise independent judgement
8. Strong verbal and written communication skills
9. Proficient in basic computer use and standard software applications
10. Ability to do work which involves frequent activity: walking, standing, bending, stooping, kneeling, and reaching both vertical and horizontal; driving an automobile

Qualifications:

1. Completion of college degree or sufficient studies in business courses
2. Absolute integrity and sufficient maturity to handle all aspects of the work
3. Meet well with the public and maintain confidentiality
4. Motor vehicle operator's license
5. Must be non-tobacco user.

Approved 7/28/2020