



Ho-Chunk Nation

Job Description



TITLE: Public Health Specialist		JOB CODE: PHSP	
GOVERNMENT - EMPLOYEE		EEO: 5	PAY GRADE: 20
Exempt	Flex	FUNDING SOURCE: Grant	NATIVE AMERICAN PREFERENCE

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

"This position requires compliance with the Indian Child and Family Violence Prevention Act, 25 U.S.C. Part 3207 (c) and shall be subject to a background investigation as a condition of employment."

POSITION OVERVIEW

This position is located in the Public Health Division of the Ho-Chunk Nation Health Department. Under the supervision of the Public Health Director, this position will provide individual and population-health based education, conducts individual and community-based health needs assessments, leads health communication initiatives, and collaborates with community partners on the implementation of strategies that promote health and well-being. Emphasis is on health communication, community mobilization, cultural competency, and policy development.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Develops and promotes and/or markets health education materials and information; delivers targeted, asset-based, culturally appropriate information.
2. Assists with the development and implementation of multiple strategies, initiatives and activities for individuals, families and population groups that promote health and prevent disease.
3. Assists in the development, implementation and evaluation of strategies that address established community health improvement priorities in partnership with Tribal and local partners
4. Supports plans related to community assessment, community health improvement and health planning.
5. Assists in planning, development, implementation and evaluation of grant-funded activities in accordance with grant guidelines
6. Serves as Public Health Accreditation Coordinator and ensures the Health Department is meeting all requirements to maintain Public Health Accreditation.
7. Other duties as assigned within the scope of this job description.

JOB RESPONSIBILITY

Job Reports to	Public Health Director – See Organizational Chart
Leadership Accountability	None
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with inside and outside customers
Freedom to Act	Subject to general input from supervisor



MINIMUM QUALIFICATIONS

EDUCATION:

1. Bachelor's Degree in Public Health, Health Education, Health Communications or other health related field
2. Preferred: Certified Health Education Specialist.

ESSENTIAL:

1. Experience with Public Health Accreditation preferred
2. Must have and maintain valid driver's license and auto insurance.
3. Must promote a healthy, non-abusive lifestyle.

EXPERIENCE:

1. At least 2 years working with Tribal communities.
2. Preferred: Three (3) years of professional experience in public/community health, including experience with program planning, community organizing or data analysis preferred

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Ability to communicate effectively and work collaboratively with individuals and groups from a wide variety of backgrounds, interests and experiences.
2. Knowledge of group facilitation, community organizing and collaborative leadership techniques.
3. Ability to deliver targeted, culturally-appropriate information to help individuals and groups understand health promotion and disease prevention information, policies, and regulations.
4. Excellent organizational skills and attention to detail.
5. Knowledge of or ability to identify, educational resources, best practices, and research-based strategies for population health at an individual, community or systems level.
6. Ability to work independently and with a team, problem solve, manage multiple demands, recognize tasks, implement programs, and follow through tasks to completion.
7. Must have knowledge of basic computer skills and data entry through systems such as Microsoft Word, Excel, and Outlook.
8. Must have knowledge and respect of Ho-Chunk Nation culture, traditions, and community concerns with keeping Kiiš'ak Waiš'ak at the center of all strategies.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. Follows Employee Relations Act and all Policy and Procedures assigned during orientation or throughout employment.
3. Inquire from supervisor as needed to receive appropriate training and counseling prior to acceptance of assignments in order to ensure safety and understanding.

WORKING CONDITIONS

1. General office setting in the department facilities as well as individual/family residences or community sites.
2. Work performed in the community is sometimes subject to conditions ranging from inclement weather to dangerous conditions such as snow/ice, cold, noise, wetness/humidity, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, and animals.
3. See physical demands of the position listed on the Physical Demands Worksheet.