



## CLASS SPECIFICATION

**Class Title:** Community Outreach Planner Lead  
**Department:** Health - Administration  
**FLSA:** Non-exempt

**Class Code:** 5559  
**Grade:** 23  
**Eff. Date:** 07/09/2021

### GENERAL PURPOSE

Under the general guidance and direction of the Deputy Director of Health, performs planning functions for community outreach and public health collaboration for the Davis County Health Department.

### EXAMPLE OF DUTIES

Assists in hiring, training, and supervising employees; assigns work and determines staffing needs; Coordinates, assigns and reviews work of team members. Addresses performance problems. Develops performance plans and evaluates performance in accordance with all county policies, procedures and practices; promotes professional development and delivers ongoing professional training to division staff.

Leads and coordinates the Community Health Worker (CHW) program. Advocates for underserved and underrepresented community members and the improvement of community conditions that lead to health inequities.

Designs and conducts community health assessments that identify and describe all aspects of public health in Davis County. Analyzes data and information to identify key problems and assets in a community. Summarizes and prepares assessment results and makes results accessible to partners, stakeholders, and the general public. Provides education to mobilize public health partners and members of the community around assessment results.

Engages in public health collaboration efforts. Organizes and schedules group meetings to assess and influence health outcomes within Davis County; facilitates group discussions. Establishes, fosters, and maintains relationships with health advocates, health providers and agency partners. Actively participates in community health workgroups, coalitions and activities that are consistent with the department's priorities. Actively develops coalitions and healthy community initiatives. Works with city and county government officials.

Participates in the development, implementation and monitoring of the county community health improvement plan (CHIP). Develops policies and actions that promote all aspects of good health. Identifies and addresses strengths, weaknesses, challenges, and opportunities that exist in the community to improve health status.

Assists in the Department's efforts toward obtaining and maintaining accreditation; participates on the Health Department Accreditation Team.

Reviews community needs assessments, special reports and studies; summarizes content, formulates comments and provides recommendations. Prepares reports, plans of action, timelines, public presentations, and other written and oral communications.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **1. Education and Experience:**

Graduation from an accredited college or university with a Bachelor's Degree in public health, nursing, health education, environmental health, or a closely related field, plus four (4) years of paid full-time employment in a related field. An acceptable combination of education and experience may be considered.

#### ***Preference for:***

- Master's degree in a related field.
- Experience working for an accredited public health agency.
- Supervisory/management experience.
- Fluency in more than one language. Note: Fluency defined as the ability to verbally interpret and translate written documents from English to another language and from another language to English.
- Experience working with underserved populations.

### **2. Special Qualifications:**

Furnish personal transportation for on-the-job travel; employees driving a personal or a County vehicle for job related travel must possess a valid driver license and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

### **3. Necessary Knowledge, Skills and Abilities:**

**Knowledge of:** principles and practices of governmental and public health agency structures and resources; building community partnerships, agency relationships, and coalitions; PHAB Standards and Measures; Essential Services of Public Health.

**Skill in:** operating all applicable computer hardware and software programs/applications; operating standard office equipment; working with multidisciplinary, multicultural, and multisectoral partnerships; group facilitation.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

**Ability to:** set public health performance goals and apply strategic and long term planning principles; make effective presentations to large groups; write plans and procedures, time-lines, action plans; work with diverse groups and occupations; oversee the work of others; operate all



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applicable computer hardware and software including spreadsheets, graphs, desktop publishing, Internet, Google applications, word processors, and other data programs; maintain cultural sensitivity; exercise sound independent judgment; work with minimal supervision; prepare clear, concise and accurate reports; communicate effectively (orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees, other government and public health officials, volunteers, and the general public.

### WORKING CONDITIONS

Work is performed in a general office setting and also with the public in community locations and may require travel from one work site to another.

Regular walking, standing, bending, twisting, sitting, driving a motor vehicle; maintaining concentrated attention to detail, communicating via email and cellular phone is required, as well as occasional lifting and/or otherwise moving objects weighing up to 50 pounds; use of tools or equipment requiring a high degree of dexterity.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***

#### Approval Information

Date:	07/09/2021
Department Approval:	David Spence
HR Generalist Approval:	Hollie McKinney
Classification Approval:	Marina Brito