COMMUNITY HEALTH PROGRAM SUPERVISOR

JOB CODE: 2609
DEPARTMENT: Tioga Co. Public Health Department
CLASSIFICATION: Competitive
SALARY CSEA - Salary Grade XIII
ADOPTED: Reso. 124-16, 06/15/2016

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for implementing and managing community health services in Tioga County. These services include, but are not limited to, public health education and early childhood programs. Work is performed in accordance with state and local public health laws, rules, regulations, and procedures. The work also involves responsibility for directly supervising staff of assigned community health programs. The incumbent receives direct supervision from the Deputy Director of Public Health with leeway allowed for independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)
- Supervises Community Health Staff including but not limited to those in the Public Health Education and Early Childhood programs to ensure coordination of programs and that applicable grant services have been provided;
- Participates with an interdisciplinary team to coordinate activities between state and local agencies, physicians, medical care personnel, parents, and human service agencies to carry out community health objectives;
- Reviews Family Service Plans for early intervention and Individual Education Plans to determine appropriateness and to ensure needs will be met for child and family;
- Attends and participates in the decisions made by the Committee on Preschool Education as mandated by New York State Education Law and assists in determining the appropriate programs and services recommended to designated children;
- Oversees coordination of accurate data and documentation of children participating in service programs for billing purposes;
- Collaborates with health specialists and community groups to ascertain health needs and desired communal health goals;
- Leads and directs the community health assessment process;
- Designs, evaluates and implements educational programs to improve health and wellness;
- Prepares reports and budgets as needed;
- Advises the Director and or Deputy Director of Public Health on matters relating to public health education, community health needs, the availability of grants, and media relations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of community health program policies, goals and objectives; thorough knowledge of case management procedures; good knowledge of child development; working knowledge of laws, rules and regulations pertaining to education of Early Intervention, Pre-School, and Child Find program procedures; good knowledge of the basic principles, practices, techniques and administration of public health education; working knowledge of the administrative organization of community agencies and facilities; ability to plan, direct and supervise the work of others; ability to interpret and understand complex rules, regulations and directives; ability to prepare clear and accurate records and reports; ability to write grants; ability to communicate program service goals and policies to individuals and groups to stimulate their interest and participation; ability to establish and maintain good working relationships with others; accuracy and good judgment; integrity and compassion; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS (Either):
- **a.** Graduation from a New York State registered or regionally accredited college or university with a Master's Degree in public health or health education, and one (1) year of full-time experience (or its part-time equivalent) in a public health setting; **or**

- **b.** Graduation from a New York State registered or regionally accredited college or university with a Bachelor's Degree in health sciences, nursing, nutrition, wellness and fitness, human services, marketing, or a closely related field and two (2) years of full-time experience (or its part-time equivalent) in a public health setting.