

COMMUNITY LIASON II

GRADE: 13

GENERAL DESCRIPTION

Plan, coordinate, and oversee a variety of Community Health Promotion Programs with emphasis on maternal and child health services.

EXAMPLES OF WORK PERFORMED

Acts as liaison with Texas Department of State Health Services and other funding sources as appropriate to maximize funding for Community Health Promotion

Advises the Associate Director for Community Health on Community Health Promotion needs

Oversees mid-level management and administrative staff in the management of daily programmatic operations

Acts as advocate for Community Health Promotion and other public health issues in the community as well as nationally and statewide

Monitors provisions of Community Health Promotion services to help ensure quality operations and superior customer service

Works with mid-level management staff to set program goals, develop work plans, and develop performance measures

Deploys total quality and leadership principles to help strengthen skills of mid-level management staff

Supervises and coordinates personnel and financial matters for the division

Assesses Community Health Promotion needs throughout Hidalgo County and helps ensure actions are taken to address those needs

Networks with health care and community agencies and the private sector to assist in the development of innovative ways to advance Community Health Promotion in Hidalgo County

Performs all other related duties as required

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Masters Degree in Public Health, Community Health, Public Health Administration, Business Administration, Health Care Sciences / Administration, or related field degree required. Five (5) years experience in healthcare field with three (3) years experience in public health, health care delivery and program management required. RN license required.

Knowledge, Skills, and Abilities

Critical decision making skills are required in the administering of policy, placement of personnel resources and the managing of the departmental budget

Ability to communicate effectively and ability to train others

May require interaction with any departmental supervisors, peers, County agencies and staff, local media sources, other professional entities, community, state and federal agencies

Proficient knowledge of computers

Must possess a valid Texas driver's license

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The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

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