



Public Health Department Sample Job Description



Disease Prevention and Health Promotion Manager

Position Summary:

The Disease Prevention and Health Promotion Manager is responsible for creating community environments that improve community health, build community resilience, and prevent disease, injury and disabilities. The Manager supports efforts to identify and reduce systemic and structural barriers that perpetuate health inequities. This position provides oversight of population health initiatives and strategies to meet the current and projected health issues of the residents. The Disease Prevention and Health Promotion Manager directs programs and activities that promote individual and population health through health promotion, health education, and health behavior-change initiatives. This position works with members of the community and community assets to improve the health status of the population.

Essential Duties:

- Leads the collaborative development of a community health assessment using comprehensive broad-based data to describe demographics, health challenges, inequities, community concerns, and community assets.
 - Works with the Communications Specialist to make the assessment and key findings available and accessible to organizations and the general public.
- Manages the health department's role in the development of the Community Health Improvement Plan and ensures that the plan meets accreditation requirements.
 - Ensures the health department's implementation of its areas of responsibility of the Community Health Improvement Plan.
 - Monitors the implementation of the Community Health Improvement Plan and recommends revisions, as needed.
- Collects and uses primary quantitative and qualitative population health data.
 - Uses data findings to inform the development or revisions of health policies, programs, or interventions.
 - Develops, distributes, and presents key findings or data visualizations that can be understood by the public.
- Manages a departmentwide approach for developing and implementing communication strategies designed to encourage actions to promote health.
 - Ensures that communications are culturally and linguistically appropriate, are evidenced based, and include input from the target population.
- Ensures unified public health messages through coordination with community partners, the governing entity, and other health departments.



- Ensures community engagement in all public health programs.
 - Implements strategies to promote active participation of community members and eliminate participation barriers.
 - Collaborates with the community to identify and reduce systemic and structural barriers that perpetuate health inequities.
- Addresses public health issues through coalitions with partner organizations and community groups.
 - Participates in, maintains, expands, and strengthens community coalitions, partnerships, and committees for community health improvement.
- Develops and implements a policy or procedure for the incorporation of health equity as a goal in the development of community programs.
- Assesses program effectiveness, quality, customer service, and cost-effectiveness.
 - Collects feedback from external customers regularly to assess satisfaction.
- Collaborates and coordinates activities with local government departments, state agencies, and community service organizations.
- Represents the department on local, regional, and state advisory and planning boards\committees.
- Adheres to all HIPAA and department confidentiality and privacy policies and practices.
- Participates in department strategic planning.
- Performs related work as required

The above statements reflect the general duties considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

Core Competencies for Public Health Professionals:

The Core Competencies for Public Health Professionals contain 56 competency statements that apply across the public health workforce for all those engaged in the practice of public health. All of the Core Competencies are vital for the effective provision of public health activities. While the person in this position may be called on to demonstrate other Core Competencies, below is a list of the most essential for this position.

- 1.1. Describes factors that affect the health of a community.
- 1.2. Accesses existing quantitative and qualitative data.
- 1.4. Analyzes quantitative and qualitative data.
- 1.6. Uses quantitative and qualitative data.
- 1.7. Applies public health informatics in using data, information, and knowledge.
- 1.8. Assesses community health status.
- 2.1. Develops policies, programs, and services.
- 2.2. Implements policies, programs, and services.
- 2.3. Evaluates policies, programs, services, and organizational performance.
- 2.4. Improves policies, programs, services, and organizational performance.
- 2.5. Influences policies, programs, and services external to the organization.
- 2.6. Engages in organizational strategic planning.
- 2.7. Engages in community health improvement planning.
- 3.2. Communicates with internal and external audiences.
- 3.3. Responds to information, misinformation, and disinformation.
- 4.1. Applies principles of ethics, diversity, equity, inclusion, and justice.
- 4.3. Recognizes the diversity of individuals and populations.
- 4.4. Reduces systemic and structural barriers that perpetuate health inequities.

- 4.5. Implements organizational policies, programs, and services to achieve health equity and social and environmental justice.
- 4.7. Advocates for health equity and social and environmental justice.
- 5.1. Describes conditions, systems, and policies affecting community health and resilience.
- 5.2. Establishes relationships to improve community health and resilience.
- 5.3. Maintains relationships that improve community health and resilience.
- 5.4. Collaborates with community members and organizations.
- 5.5. Shares power and ownership with community members and others.
- 6.1. Describes systems, policies, and events impacting public health.
- 6.2. Applies public health sciences in delivering the 10 Essential Public Health Services.
- 6.3. Uses evidence in developing, implementing, evaluating, and improving policies, programs, and services.
- 7.6. Manages financial resources.
- 7.7. Implements organizational policies, programs, and services to achieve diversity, equity, inclusion, and justice.
- 7.8. Manages programs and services.
- 7.9. Engages in contingency planning.
- 7.10. Applies critical thinking in decision making.
- 7.11. Engages individuals and teams to achieve program and organizational goals.
- 7.12. Facilitates collaboration among individuals, groups, and organizations.
- 8.2. Implements a vision for a healthy community.
- 8.3. Addresses facilitators and barriers impacting delivery of the 10 Essential Public Health Services.
- 8.4. Creates opportunities for creativity and innovation.
- 8.5. Responds to emerging needs.
- 8.6. Manages organizational change.

Qualifications:

- Bachelor's degree in public health, public policy, community health, health promotion, health education, community development, public administration, or a related field; Master's degree preferred.
- Two years of experience working in population health, public health, or community health.
- Four years of experience in an administration, project management, or supervisory position.
- An equivalent combination of education and experience may be substituted.

Required Knowledge, Skills, and Abilities:

- Knowledge of the core functions of public health, ten essential public health services, social determinants of health, and structural determinants of health.
- Knowledge of disease prevention, health promotion, lifestyle risk reduction, health equity, and change theory and methodologies.
- Knowledge of public health program development, planning, implementation, research, and evaluation methods.
- Knowledge of community collaboration principles and methods including knowledge sharing, visioning, shared ownership and responsibility, collective decision making and priority setting, consensus development, group process and group facilitation.
- Knowledge of principles of ethics, diversity, equity, inclusion, and social justice.
- Verbal and written communication skills.
- Relationship-building skills.
- Critical thinking and problem-solving skills.
- Organizational skills.
- Ability to find innovative solutions.

- Ability to work independently and also as a member of a team.
- Ability to use community data from various sources and in assorted formats.
- Ability to communicate clearly and effectively.
- Ability to interact appropriately and effectively with a wide range of persons.
- Ability to maintain and handle confidential information.
- Ability to follow protocol, procedures, and established guidelines.
- Ability to be flexible and adapt to changing circumstances and needs.
- Ability to manage a demanding and changing workload.
- Ability to multitask, prioritize, and manage time efficiently.
- Demonstrates a strong work ethic.

Physical Demands:

- Alternating between standing and sitting.
- Hearing.
- Keyboarding
- Near visual acuity.
- Sitting.
- Speaking.

The Health Department is an equal opportunity employer.

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