



Public Health Department Sample Job Description

Accreditation Coordinator

Position Summary:

The Accreditation Coordinator is responsible for ensuring and demonstrating that the health department is a high performing governmental public health department that supports all people living their healthiest lives. The Accreditation Coordinator manages the department's seeking, achieving, and maintaining Public Health Accreditation Board (PHAB) accreditation. This position ensures that the department follows that PHAB process and that all deadlines and submission requirements are met.

Essential Duties:

- Serves as the department's single liaison and point of contact with the PHAB.
- Leads and manages a health department's Accreditation Team.
- Conducts assessments of the department's readiness to achieve accreditation and reaccreditation.
- Coordinates and manages the development and implementation of an internal accreditation workplan that includes timelines, responsibilities, benchmarks, products, and reports.
- Works closely with department leadership to establish departmentwide accreditation support, engagement, communications, and accountability.
- Works with leadership to engage department staff in the accreditation process and celebrate achievements of accreditation milestones (e.g., submission of documentation to PHAB).
- Coordinates with the department's communications staff to develop and implement an internal and external communications plan specific to the department's accreditation progress, reports received from PHAB, and accreditation/reaccreditation achievement.
- Works with department program staff to reach out to and engage community partners and stakeholders in the accreditation process.
- Develops and makes presentations about public health department accreditation, its value, and the department's progress in seeking and maintaining accreditation to department staff, community stakeholders, and governing entity.
- Coordinates and provides internal staff training, technical assistance, and guidance for accreditation activities, the PHAB requirements, and the interpretation of the PHAB Standards and Measures.
- Ensures that all steps in the PHAB accreditation process are completed in a timely manner in accordance with PHAB requirements.
- Submits all PHAB annual and other required reports in a timely manner.
- Manages a document management and version control system for the department's accreditation documentation.
- Manages preparation and conduct of PHAB site visits.
- Coordinates and manages the internal department review process of PHAB feedback reports and department actions taken in response to the reports.
- Represents the department and participates in all PHAB required trainings.

- Participates in PHAB accreditation learning communities and other appropriate learning communities (e.g., NACCHO learning communities).
- Performs related duties 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.
- 1.6. Uses quantitative and qualitative data.
- 2.2. Implements policies, programs, and services.
- 2.3. Evaluates policies, programs, services, and organizational performance.
- 2.6. Engages in organizational strategic 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.
- 4.7. Advocates for health equity and social and environmental justice.
- 5.1. Describes conditions, systems, and policies affecting community health and resilience.
- 5.4. Collaborates with community members and organizations.
- 6.1. Describes systems, policies, and events impacting public health.
- 6.2. Applies public health sciences in delivering the 10 Essential Public Health Services.
- 7.1. Describes factors that affect the health of an organization.
- 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.
- 7.13. Engages in performance management.
- 8.1. Creates opportunities to achieve cross-sector alignment.
- 8.3. Addresses facilitators and barriers impacting delivery of the 10 Essential Public Health Services.

Qualifications:

- Master's degree in public health or related field, or
- Bachelors' degree and a minimum of two years of relevant experience in performance management, quality improvement, public administration, public health infrastructure, or organizational accreditation.

Required Knowledge, Skills, and Abilities:



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- Knowledge of public health department accreditation processes and requirements.
- Knowledge of the Health department's operations and programs.
- Knowledge of the 10 Essential Public Health Services.
- Knowledge of the Foundational Public Health Services.
- Knowledge of community outreach methods and techniques for soliciting community comments.
- Project management, planning, organizational, document management, and time management skills.
- Microsoft Office applications and other computer program (e.g., Adobe Acrobat) skills.
- Leadership, motivational, and team-building skills.
- Meeting-management and facilitation skills.
- Problem solving skills.
- Relationship-building skills.
- Negotiation, persuasion, and conflict resolution skills.
- Written, verbal, and listening communication skills.
- Ability to make assignments, delegate, and set deadlines for other department staff.
- Ability to manage details and multiple deadlines.
- Ability to work with diverse audiences with sensitivity and cultural humility.
- Ability to respond to complex assignments, review and approve project deliverables, and manage short and long-term projects.
- Ability to set and adhere to deadlines.
- Ability to work independently and in a team environment.
- Ability to interact appropriately and effectively with a wide range of people.
- Ability to maintain and handle confidential information.
- Ability to follow protocol, procedures, and established guidelines.
- Ability to adapt to changing circumstances and needs.
- Ability to manage a demanding and changing workload.
- Demonstrates a strong work ethic.

Physical Demands:

- Alternating between standing and sitting
- Fine motor manipulation
- Hearing
- Keyboarding
- Near visual acuity
- Sitting
- Speaking

The Health Department is an equal opportunity employer.

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