



Health Policy Manager

Non-Exempt

Level: 19

JOB SUMMARY

- Under minimal supervision performs complex work in a public health setting, providing services, education, support, and advocacy through public health programs to schools, businesses and community organizations. May perform other related work as assigned.

ESSENTIAL JOB FUNCTIONS

- Uses established guidelines to recruit interested worksites and schools to promote health policy development
- Assists worksites and schools with the development and implementation of a health program and wellness policies
- Provides technical assistance to worksites and schools, to achieve their organizational health goals; develops and maintains referral and outreach network
- Conducts marketing and community outreach to increase services
- Ensures accurate documentation and recordkeeping
- Prepares media articles
- Completes administrative program reports as assigned or required
- May assist with the orientation and training of new staff

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university with major course work in Public Health, Urban and Environmental Planning, Public Policy, Public Administration, Social Work, or other related field.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of fundamental theories, concepts and methods of health education
- Knowledge of teaching, counseling, and evaluating methods applicable to health education
- Knowledge of public health programs, functions, and services
- Knowledge of prevention/control methods of communicable diseases
- Knowledge of basic health care practices and collection of health information
- Knowledge of the organization of health and nutrition services and referral resources
- Knowledge of the principles of adult learning and teaching skills
- Knowledge of dynamics of social interaction and behavior
- Skill in gathering, evaluating and analyzing data
- Skill in implementing health education programs
- Skill in interpreting and following policies and procedures

- Skill in training and counseling techniques
- Ability to make administrative/procedural decisions and judgments
- Excellent interpersonal, public speaking and organizational skills
- Ability to organize and prioritize work to meet deliverables
- Ability to work independently and effectively prioritize multiple tasks.
- Ability to troubleshoot, innovate, and problem-solve
- Knowledge of Windows based applications; Word, Excel, PowerPoint, and Outlook.
- Skill in establishing and maintaining effective working relationships with employees, other agencies, and the public.
- Ability to perform duties independently that are appropriate and consistent with the level of the position.
- Ability to communicate clearly and concisely with staff both verbally and in writing.

PHYSICAL REQUIREMENTS

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to write reports and operate standard office equipment and a personal computer.
- Sufficient clarity of speech and other communication capabilities with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on a telephone, in normal range of conversation or in a group.
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to bend or stoop repeatedly, sit or stand for long periods of time, lift at least 20 pounds and work in an office environment.