

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

**COMMUNITY HEALTH CONSULTANT**

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**DEFINITION**

Performs professional research, analysis, and counseling work in a statewide community health program or public health nutrition program; administers a district/regional genetics program or performs professional public health assessment work on a regional or statewide basis; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Administers a field office, genetics clinic and related program activities in one of five regions; assumes accountability for fiscal operations and staff.

Establishes self as state contact person/genetics expert within assigned region; initiates and maintains working relationships with, and provides information to community organizations, physicians, nurses, dieticians and other professionals.

Conducts educational programs; develops curriculum goals and objectives and identifies target populations for educational outreach.

Counsels with families; assures follow-up and support services; serves as advocate; keeps parties informed on new technologies and workshops.

Monitors clinical practices of local agency staff; informs and advises regarding nursing standards and practices, legal implications and areas needing improvement.

Offers consultation and assists community health agencies in areas of administration, fiscal accountability, employee relations and community relations.

Assists local health agency administrators in areas of certification and program compliance for federal/state regulatory requirements; provides guidance for professional development and facilitates educational activities for community agency staff.

Reviews community health agency public health nutrition programs, objectives, community needs, and plans for service; evaluates services delivery in nursing and home health care or WIC clinics.

Provides functional supervision of public health program administrators; assists in development of performance standards; participates in orientation; provides technical assistance and consultation; assesses/evaluates performance; assists and guides nurse administrator and agency board in disciplinary procedures.

Functions as department liaison and program consultant with medical, nursing and nutrition professionals, and health/educational institutions and agencies.

**COMPETENCIES REQUIRED**

Knowledge of the principles, literature, current trends and standards of practice of public health nursing and homemaker-home health aide services or public health nutrition and of their application to specific disease and socio-economic conditions.

Knowledge of the standard practices, necessary modifications and effectiveness of various developmental, teaching and supervisory methods.

Knowledge of the principles and techniques of counseling.

Knowledge of the attitudes and problems of the elderly, poor, women, infants, children, disadvantaged, ill and culturally deprived, and of local resources to alleviate these problems.

Knowledge of the principles of supervision, organization, administration and accounting.

Knowledge of the administration of a complete program of public health nursing; homemaker-home health aide service, or public health nutrition services.

Ability to recognize non-compliance in agency policies, records and practices, and recommend corrective procedures.

Ability to perform a wide variety of tasks related to operation of a local public health nursing program or public health nutrition services.

Ability to express ideas and concepts effectively, orally and in writing, in order to persuade, interpret and inform.

Ability to exercise professional judgment in evaluating quality of services and recommending changes as required.

Ability to plan, direct and coordinate the work of professional and nonprofessional subordinates.

Ability to provide leadership and guidance in developing and maintaining public health medical, nursing and nutrition standards.

Ability to collect data objectively, analyze, record and interpret it concisely and accurately.

Ability to plan and organize systems and services to meet the needs of the agency.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited college or university with major coursework in nursing, a human services or health-oriented field, or education, or nutrition and three years of professional experience in these areas;

OR

Masters degree in nursing, public health or science, a human services or health-oriented field, or education, may be substituted for one year of the required experience;

OR

certification as a paramedic and the equivalent of three years of full-time experience as a paramedic;

OR

an equivalent or combination of the required education and experience, totaling seven years, will be qualifying.

Effective Date: 10/14 SA