



**OAKCREEK**  
— WISCONSIN —

**Class Title:** Public Health Strategist  
**Department:** Health

**Location:** City Hall  
**FLSA Status:** Non-Exempt

### **Summary Description**

Under general supervision of the Community Public Health Officer (CPHO), the Public Health Strategist provides strategic project coordination for diverse public health initiatives, including planning, development, and evaluation of programs and activities. The Public Health Strategist will also concentrate on building and supporting community partnerships to enhance community health improvement efforts across the community. This position requires the ability to work independently, exercising judgment and initiative.

Employee works a full-time schedule necessary to meet the needs of the city, including flexibility in order to attend Health Department and various community meetings and events (occasional evening and weekends). May be required to work extended and/or off hours in the event of a public health or city emergency for risk communication and other assignments.

### **Supervision/Accountability**

Accountable to the Community Public Health Officer.

### **Major Duties/Essential Functions**

Lead the Community Health Assessment (CHA) and Community Health Improvement Planning (CHIP) process, including collecting, analyzing, and using quantitative and qualitative indicators and data to educate and mobilize the community, developing health priorities, garnering resources, and planning actions to improve public health.

Coordinate and facilitate the Healthiest Oak Creek Coalition, bringing together diverse community partners to identify and implement community health improvement activities.

Assist with the coordination of the department's Performance Management, Quality Improvement, and Strategic Plans.

Assist with preparation for local health department audits such as DHS 140 and National Accreditation through the Public Health Accreditation Board (PHAB).

Coordinate the South Shore Overdose Fatality Review and support other substance misuse prevention initiatives.

Support the department's various programs and activities through identification of grant funding opportunities, completion of grant funding applications, development of work and evaluation plans, and completion of grant reports.

Support Health Department promotion and outreach to the community, including the department website and social media.

**Minor Duties/Responsibilities**

Program development, which may include grant writing, researching best practice strategies and evidence-based programming, and identifying program goals.

Communicate programming status through prepared annual and other reports, written documents, oral presentations, and prepared website content.

Maintain current knowledge of public health issues.

Attend department and community meetings.

Attend professional seminars and meetings to improve working knowledge and skills.

Administer basic life support (CPR/AED) according to recognized standards of practice for infants, children and adults.

Perform other duties as assigned.

**Knowledge**

Knowledge and experience in community health assessment, community health improvement planning, and community-based program planning, development, implementation, and evaluation.

Knowledge and/or experience in best practices, health risks, prevention strategies and education, quality improvement processes, and strategic planning.

Knowledge of grant implementation, evaluation, and report writing.

Comprehensive understanding of health equity and health disparities.

**Skill/Ability**

The ability to work independently, to make decisions and to effectively prioritize work. Ability to speak and understand the English language fluently and use proper grammar, punctuation and spelling. Strong communication skills, including oral, written, and social media; technical and general report writing experience. Interpersonal skills, verbal and written, with a diverse range of people, including the proper handling of emotional situations; interviewing, counseling, and documentation of findings, while respecting client confidentiality. Ability to establish and maintain cooperative and effective relationships with employees and citizens contacted in the course of work. Ability to effectively handle a variety of difficult situations and problems. Ability to follow standard safety practices and procedures. Ability to perform required mathematical computations.

Advanced computer skills and ability to proficiently use software programs (Microsoft Office Word, Power Point, Excel, Outlook), graphic design programs (e.g. Canva or similar), and social media platforms.

The ability to use the tools and equipment listed below are essential to perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Equipment such as but not limited to telephone, computer, calculator, copy machine, and fax machine is required.

**Education and Experience**

Bachelor's Degree from an accredited college or university in public health, community health

education, health sciences, or a related field. Master's Degree in public health, health education, or related field preferred. Minimum of two or more years' experience working in public health required; three or more years' experience working in public health desired.

### **License/Certifications**

Possession of a valid Wisconsin Motor Vehicle operator's license and personal vehicle (with insurance coverage as required by the City) available for use at work are required. If your profession requires a license or certification, it must be valid.

### **Physical Demands**

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works independently, is responsible for the health and welfare of others, and may be required to work flexible hours.

A high degree of hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is regularly required to bend, sit, talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, the ability to adjust focus. The employee is sometimes expected to hear conversation within a noisy atmosphere, to perform work at a computer terminal and to have contact with the public.

### **Work Environment**

Employee must be able to work unsupervised for extended periods of time. Work is performed in a variety of settings including but not limited to office, vehicles, outdoor settings, private residences, and commercial buildings. Work may be performed in emergency and stressful situations. Individual may be exposed to hazards associated with rendering emergency medical assistance, including blood borne pathogens, body fluids, respiratory contagion, or other environmental hazards. Potential for exposure to contagious diseases exists.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate and would be representative of a medical clinic. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires occasional flexible working hours depending on unique needs of particular projects or events. Must be available to respond to the City as needed in case of emergency.

***The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.***

Approved By: \_\_\_\_\_  
City Administrator

Reviewed By: Joni Vandervoorn  
HR Manager

Reviewed By: \_\_\_\_\_  
Health Manager

**Revision History:**