

HEALTH PROGRAM REPRESENTATIVE, SENIOR

KIND OF WORK

Advanced professional public health program work.

NATURE AND PURPOSE

An employee in this class, under the general direction of a Health Program Representative, Principal or higher level employee, performs specialized professional health program duties in a specific program of the Minnesota Department of Health; works independently in performing difficult and complex assignments requiring considerable knowledge and application of federal, state, and/or departmental regulations and policies without review of actions taken. This employee may provide direction to other employees in a leadwork capacity.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Provides consultation and/or information in an area of public health specialization to the public, local health professionals, staff of health care facilities, and/or staff of the Minnesota Department of Health in order to maintain the quality of health care.

Develops, presents, and/or participates in educational activities in order to protect the health of the public.

Reviews, evaluates, and processes Life Safety survey reports and related documentation for health care facilities so that deficiencies can be identified and corrected and standards can be maintained.

Performs related work as required.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Considerable knowledge of federal and state laws pertaining to state and local public health programs.

Considerable knowledge of individual and community health problems, particularly as they relate to state public health programs.

Considerable knowledge of the general nature and objectives of the statewide public health program including thorough knowledge of the particular public health area in which employed.

Considerable knowledge of the Minnesota Department of Health functions, policies, and procedures and its participation in public health programs.

Ability to:

Establish and maintain effective working relationships with professional health personnel, local officials and community groups and the general public.

Initiate and give effect to policies and procedures.

Present ideas effectively verbally and in writing.

Est.: 12/14/67
Rev.: 8/5/68; 4/81

T.C.: 2/14/73
Former Title(s):