MATERNAL, CHILD, AND ADOLESCENT HEALTH COORDINATOR

$5,430 - $6,930 APPROXIMATE MONTHLY* / $31.33 - $39.98 APPROXIMATE HOURLY*

*Please refer to the appropriate Bargaining Unit Memorandum of Understanding for potential future salary increases*

Please visit http://www.co.shasta.ca.us/index/support_index/personnel/policies_mous.aspx

THE CURRENT VACANCY IS IN THE PUBLIC HEALTH DEPARTMENT OF THE HEALTH AND HUMAN SERVICES AGENCY

ORAL EXAM IS TENTATIVELY SCHEDULED FOR NOVEMBER 2016

SEE “SPECIAL REQUIREMENT” SECTION REGARDING POSSESSION OF A VALID LICENSE

RESPONSES TO SUPPLEMENTAL QUESTIONS REQUIRED

SKILLS OR EXPERIENCES LISTED UNDER THE IDEAL CANDIDATE STATEMENT MAY ALSO BE USED TO SCREEN APPLICATIONS

FINAL FILING DATE: OCTOBER 7, 2016 AT 5:00 PM

ABOUT THE POSITION

Under general direction of the Public Health Program Manager, plans, organizes, directs, and monitors policies, programs, and other activities that integrate and enhance health services for women, children and families; supervises and directs the work of program staff; represents the Shasta County Department of Public Health in community activities relative to Maternal Child and Adolescent Health (MCAH), and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This single position class is distinguished by its overall responsibility for the coordination and administration of the MCAH program which includes such programs as the Comprehensive Perinatal Services (CPSP), and the Prenatal Care Guidance (PCG) programs.

EXAMPLES OF DUTIES

Plans, implements, coordinates, and evaluates programs or care provided to MCAH population; writes plans and reports, coordinates data collection procedures, and oversees the compilation of statistics to comply with State MCAH requirements; assesses the capacity of the MCAH system, its providers, and the community needs and identifies gaps and duplication of programs and services; prepares clear, concise, professional and timely departmental correspondence, reports and records; assists in the development and monitoring of assigned program budgets for compliance with applicable State and/or Federal regulations, and assists in the preparation of application proposals; collaborates with and advocates for programs and activities for MCAH populations by
working with individuals, community groups, coalitions and agencies in accord with Departmental policies; develops and/or provides consultation in the development of health education and outreach strategies and materials, media campaigns and media outreach; participates in community or agency task forces or committees as designated by the Health Officer to promote services and assure capacity-building for the MCAH population, and provides and promotes interagency collaboration and coordination; may direct and supervise a small staff; serves as liaison to MCAH-related state, regional, and/or community groups when so assigned; participates in epidemiologic investigations for control of communicable and chronic diseases affecting the MCAH population; identifies cultural patterns influencing community health practices in the MCAH population, increases access to public health and medical services for hard-to-reach populations, and increases the cultural competency of staff and the Public Health Department as an organization; counsels and teaches individuals, families, and other human services providers about preventable health problems.

**QUALIFICATIONS**

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

**Knowledge of:** Public Health practices as applied to maternal and child health; environmental, sociological, cultural, psychological, policy and political issues influencing health; budget and fiscal management and funding sources, particularly for maternal and child health programs; maternal, child and adolescent health, and control and prevention of communicable and chronic disease, prevention of abuse and violence, and prevention of intentional injuries in the MCAH population; work of other health and social agencies and functions of other professions as related to public health; function, guidelines, development and mobilization of community resources and networks; supervision and training practices; current literature and trends in the general field of Public Health.

**Ability to:** Exercise independent judgement; plan, administer, and evaluate a specialized health program consistent with Departmental health policy decisions and initiate program improvements under minimal supervision; analyze situations accurately and take corrective action; monitor the availability, accessibility, and quality of community and personal health services; communicate effectively orally and in writing; exercise leadership skills such as strategic thinking, advocacy and policy development, enthusiasm, team approaches, coalition building, and other leadership skills; identify, respect, and work effectively with cultural patterns influencing health behavior to improve health outcomes of specific population groups; provide expert consultation to other professionals and agencies; establish and maintain effective collaborative relationships with the wide variety of people and groups contacted in the course of work, both internal and external to the Public Health Department; utilize coalition building, public health marketing, constituency development, advocacy, and systems thinking skills to improve health delivery networks and the health outcomes of populations; promote community empowerment toward self-help and community organizing through interaction with key community leaders both formally and informally; apply public health research findings to designing intervention or policy development; represent the Department effectively as assigned, in contacts with providers, agencies, organizations, families, community groups, and the public; assist in the design and implementation of health outcome evaluations for assigned areas of responsibility and program activities, in consultation with other Department staff, such as program manager and the Information and Evaluation unit coordinator; actively promote the Department's mission and its population-based health outcomes orientation.

**These employment standards are typically attained with one of the following:**

Possession of a valid license to practice as a Registered Nurse in California **AND** possession of a California State Public Health Nursing Certificate, **AND** three years of experience in the Public Health Nursing field with an emphasis on maternal and child health;
OR
Possession of a baccalaureate degree from an accredited college or university with a major in a health-related field such as Health Education, Nursing, Public Health Administration, Dietetics, Nutrition, Maternal Child Health, or Health Care Administration, **AND** a Master's degree in Public Health (MPH), **AND** two years experience in Public Health/Family Health program coordination. An additional two years experience in maternal and child health program coordination may be substituted for the MPH;

OR
Possession of a valid license to practice as a Licensed Clinical Social Worker in California, **AND** a Master's degree in Social Work (MSW), **AND** two years experience in public health-oriented maternal and child health program coordination.

OR
Possession of a valid license to practice as a Physician in California, **AND** Board-specialty certification in Preventive Medicine/Public Health, Pediatrics, Family Practice, or OB/GYN, **AND** two years experience in public health-oriented maternal and child health program coordination or otherwise working with maternal and child health populations. An MPH may be substituted for one year of experience.

**IDEAL CANDIDATE STATEMENT**

As the supervisor of the Maternal Child and Adolescent unit, the ideal candidate will have a valid license to practice as a Registered Nurse in California **AND** a California State Public Health Nursing Certificate, **AND** three years of experience in the Public Health Nursing field with an emphasis on maternal and child health.

**SPECIAL REQUIREMENTS**

- Possession of a valid California driver license.

**SUPPLEMENTAL QUESTIONS**

Responses to the following must be submitted with a completed application.

1. Do you possess a valid license to practice as a Registered Nurse in the State of California?  
   If yes, please list your license number and expiration date. If no, please type “N/A.”

2. Do you possess a valid California State Public Health Nursing Certificate?  
   If yes, please attach a copy to your application or provide us with the number and expiration. If no, please type “N/A.”

3. Do you possess three years of experience in the Public Health Nursing field with an emphasis on maternal and child health? Yes ____ No ____

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to
Employee must operate a motor vehicle on a regular basis.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**OTHER CONSIDERATIONS**

- All new employees are required to have their paycheck directly deposited to a bank account.
- Some positions may require a valid California driver's license and acceptable driving record according to County policy.
- Reasonable accommodations may be made for those persons who are disabled under the Americans with Disabilities Act to perform the essential functions of the position.
- As part of the selection process, all individuals provided with a preliminary offer of employment with Shasta County will be subject to a background investigation, including a criminal history check (primarily completed through the taking of fingerprints). An image of your fingerprints will be captured and sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history, if any, will be evaluated along with the other information received in connection with your application. Except as otherwise required by law, a criminal conviction will not necessarily disqualify you from the position. The nature of the offense, the date of the offense, the surrounding circumstances, and the relevance of the offense to the position applied for may, however, be considered.
- Based on the results of the background investigation and criminal history check, applicants may then be provided with an offer of employment conditioned on the results of a medical examination, which includes drug/alcohol testing.
- In accordance with Government Code Section 3100, County employees, in the event of a disaster are considered disaster workers and may be asked to respond accordingly.
- Positions in this classification are covered by a collective bargaining agreement between the County and the Shasta County Employees Association (SCEA).
- Employees in this classification are covered under the CalPERS retirement program. Depending on the provisions of the California Public Employees’ Pension Reform Act (PEPRA) and other applicable laws, an employee in this classification will be covered under one of the following CalPERS retirement formulas: (1) 2% at 55, (2) 2% at 60, or (3) 2% at 62. An employee in this classification will also contribute 7% of his/her pay to this plan, or will contribute such other amount to the plan as authorized by PEPRA and other applicable laws. Please visit our employees benefit page at [Employee Benefits](#) for additional information regarding benefits and CalPERS coverage information. The provisions in this flyer and on the County’s website are for information purposes only. To the extent the provisions of the flyer or the County’s website are inconsistent with PEPRA and other applicable laws, PEPRA and other applicable laws shall govern.

**APPLICATION & SELECTION PROCEDURES**

Shasta County Personnel will accept applications and responses to the supplemental questions until 5:00 p.m., on October 7, 2016. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **Incomplete applications will not be processed. It is**
not acceptable to complete the application with statements such as, “See/Refer to Resume,” or “See Attached.” Closing date postmarks or faxes will NOT be accepted. This recruitment will establish a list that may or may not be used by other departments. Prior applicants must reapply to be considered.

Applicants will be screened and those considered best qualified will be invited to appear for an oral and/or written examination. Meeting the announced requirements does not guarantee inclusion into the selection process. Depending upon the number of applications received, the selection process may consist of additional application screening, written and/or practical exam(s), oral interview, or any combination thereof.

Veterans’ Credit: Veterans (as defined by California Government Code section 18973) who have been discharged from military service under conditions other than dishonorable and who receive a passing score on all components of the employment examinations (up to and including oral examinations) shall receive credit for an additional five points to be added to their final examination score. To be considered for this credit, a veteran MUST provide a copy of his or her discharge document (DD-214 or equivalent) and information as to the type of discharge (honorable, dishonorable, etc.) WITH THE EMPLOYMENT APPLICATION ON OR BEFORE THE FINAL FILING DATE.

Applicants are encouraged to apply on-line at apply online or submit an application to the Shasta County Personnel Office.

Arrangements may be made to accommodate applicants with disabilities. Requests for accommodations may be made to the Shasta County Personnel Office by the filing deadline posted on this bulletin. Shasta County does not discriminate on the basis of disability. If you feel you are being denied service based on a disability, our ADA Coordinator may be reached at (530) 225-5515; relay service (800) 735-2922; fax (530) 225-5345.

SHASTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
Shasta County Personnel
1450 Court Street, Suite 348; Redding, CA 96001; (530) 225-5515