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| Job Title: | Public Health  Representative 2 | Job Code/ Req#: | 63815 |
| Department/Group: | TN DOH | Position Type: | Contract |
| Duration : | 02/03/2025 - 08/31/2027 | Date Posted: | 01/02/2025 |
| Expenses Allowed | Yes | Posting Expires: | 01/17/2025 |
| **Location :** | Hybrid  **Address**  701 County Services Drive Cookeville, Tennessee 38501 | **Quantity Requested :** | 1 |
| **Level/Salary Range :** | $35/hr on C2C | Send Resumes to : | resumes@taurusbiz.com |
| **Schedule:** | | | |
| **Days**  Monday Yes Tuesday Yes Wednesday Yes Thursday Yes Friday Yes Saturday No Sunday No  **Hours/Day**  7.5  **Time Zone**  CST  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Shifts Start Time End Time Description Active**    Shift 1 8:00AM 4:30PM Regular Shift Yes  **Description**  **Minimum Qualifications/Experience**  **Education and Experience:**  Graduation from an accredited college or university with a bachelor’s degree in public health, nursing, social work, or other comparable discipline and experience equivalent to two years of full-time increasingly responsible professional public health, nursing, social work or another related field. OR licensed practical nurses with five years or more work experience working in a healthcare, home health, or community health setting.  **Substitution of Education for Experience:**  Additional graduate coursework in public health, community organizing, social work, nursing, or other related fields may be substituted for the required non-specialized experience on a year-for year basis.  **Substitution of Experience for Education:**  Qualifying full-time experience in public health, nursing, social work, or other related fields may be substituted for the required education on a year-for-year basis, to a maximum of four years. Individuals with personal experience caring for those with dementia or working in a setting where they came in close  contact with persons with dementia or caregivers are encouraged to apply.  **Job Overview**  **Summary:**  Under general supervision, is responsible for promoting dementia friendly concepts, offering community memory screenings, educating the community about Alzheimer’s disease and related dementia (ADRD) and care giving, promoting early detection and diagnosis, advancing access to services, and enhancing community-clinical linkages.  **Work Activities**  **Communicating with Persons Outside Organization:**  1. Fosters relationships with community partners to offer those with ADRD and caregivers community resource navigation.  2. Provides the community with educational materials, presentations, memory screenings, and resources to reduce dementia, support caregivers, and create dementia friendly environments.  3. Actively works with health care providers to educate them regarding early ADRD detection, diagnosis, available community resources and the importance of creating individualized care plans.  4. Provides community members, those with ADRD, and caregivers with evidence based educational materials and interventions.  **Processing Information:**  1. Compiles information/reports on available funding opportunities to support local activities for those with ADRD and caregivers.  2. Appropriately maintain and secure client information, follow-up with client success and barriers to care, and ensure referrals are streamlined and appropriate.  3. Monitors and tracks program success, number of individuals served, satisfaction of clients being served, and number of those being reached through educational programming.  4. Fosters and tracks the expansion and development of community partnerships that focus on dementia risk reduction or serving those with ADRD or caregivers.  5. Assesses barriers to care and services in the community for those with ADRD and caregivers and tracks progress in addressing these barriers.  **Updating and Using Relevant Knowledge:**  1. Maintains expertise in evidence-based practices related to dementia risks, ADRD, and caregiver.  2. Utilizes existing data sources to make decisions regarding program delivery and community outreach.  3. Attends mandatory and optional training opportunities to understand the latest research and  community resources available.  **Communicating with Supervisors, Peers, or Subordinates:**  1. Communicates regularly with co-workers, and/or supervisors at a state, regional, and county level to ensure consistent program operation.  2. Provides co-workers with opportunities for collaboration with the dementia navigator and external partners to ensure those with ADRD and caregiver are appropriately served.  3. Provides effective communication to supervisor by telephone, email, verbally, etc. Maintain and Protect  **Personal and Financial Information:**  1. Ensures HIPAA compliance of those being directly served through the Dementia Navigators program by ensuring data is appropriately stored and protected.  2. Maintains and tracks financial expenditures and budgetary documents in-line with state and county financial and procurement requirements. Competencies (KSA's)  **Competencies:**  1. Decision Quality  2. Problem Solving  3. Organizing  4. Process Management  5. Independence  6. Perseverance  7. Presentation Skills  8. Written Communications  9. Approach-ability  10.Customer Focus  **Knowledge:**  1. Communications and Media  2. Customer and Personal Service  3. Education and Training  4. Mathematics  **Skills:**  1. Active Learning  2. Active Listening  3. Critical Thinking  4. Learning Strategies  5. Monitoring  6. Reading Comprehension  7. Speaking  8. Writing  9. Instructing  10. Systems Evaluation  **Abilities:**  1. Fluency of Ideas  2. Oral Comprehension  3. Oral Expression  4. Written Comprehension  5. Written Expression  **Tools and Equipment Used**  1. Computer  2. Telephone  3. Fax Machine  4. Copy Machine  5. Printer  6. Scanner  7. Other Office Equipment as needed  **Qualifications**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Type** | **Category** | **Qualification** | **Description** | **Competency** | **Required** | | Skills | Others | Active Listening |  |  | No | | Skills | Others | Computer literacy |  |  | No | | Skills | Others | Cooperation |  |  | No | | Skills | Others | Coordination |  |  | No | | Skills | Others | Critical Thinking |  |  | No | | Skills | Others | Emotional Intelligence |  |  | No | | Skills | Others | Ethics |  |  | No | | Skills | Others | Interpersonal Skills |  |  | No | | Skills | Others | Judgment and Decision Making |  |  | No | | Skills | Others | Maintaining Confidentiality |  |  | No | | Skills | Others | Organizational Skills |  |  | No | | | | |
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| Reviewed By: | Swathi G | Date: | 01/02/2025 |
| Approved By: | Ram S | Date: | 01/02/2025 |
| Last Updated By: | Swathi G | Date/Time: | 01/02/2025 |