

HEALTH DISTRICT REPRESENTATIVE

KIND OF WORK

Advanced professional work coordinating and supporting activities of the Minnesota Health Department in an assigned area of the state.

NATURE AND PURPOSE

An employee in this class is responsible under general direction for representing the Minnesota Health Department in a liaison capacity with local government units, regional development commissions, planning agencies, and provider groups. This employee administers district office facilities used by Health Department staff and supervises office support employees.

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

Consults with and assists local units of government, community health services boards of health, regional development commissions, health providers, and voluntary agencies in the planning and development of health programs to keep them informed about Department of Health policies, grant program and health services.

Consult with and assist local units of government, health providers, and voluntary agencies seeking funds for health programs to determine their needs, resolve problems, initiate and develop grant programs.

Provides input for program development and assists in carrying out Minnesota Department of Health priorities to assure there is department/local coordination and cooperation in developing and implementing health services locally.

Encourages information exchange among program personnel assigned to the central district health office to assure they are fully informed about department and division policies, actions, problems and programs.

Maintains and administers the district health office to support program personnel assigned to assure that adequate, efficient and economical services are provided (space, clerical support, mailing, copy making, phone services, etc.).

Provides and maintains district office facilities for use by assigned program staff so that they may carry out their duties.

Promotes department programs and educate the public so that local interest in establishing health programs is developed.

Monitors assigned community health services grants to assure that all requirements of the Community Health Services Act and the Minnesota Department of Health regulations are met by the grantee and that each county or multi-county unit will have access to Minnesota Department of Health program staff as needed for program development.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Considerable knowledge of state and federal health programs funding sources, and social and political conditions within the district.

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.

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

Ability to:

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

Ability to implement policies and procedures.

Ability to direct and evaluate the work of others.

Ability to present ideas effectively, verbally and in writing.

Est.: 6/78
Rev.:

T.C.:
Former Title(s):