Oneida County

JOB POSTING

Community Health Specialist

(0.8 FTE)

Oneida County Health Department

Help build a stronger path to recovery in Oneida County. The Oneida County Health Department is seeking a motivated and collaborative Community Health Specialist to help strengthen recovery supports and improve outcomes for individuals and families impacted by substance use. This is an opportunity to bring people and organizations together, develop innovative solutions, and help create lasting community change.

In this role, you will lead and coordinate countywide initiatives focused on recovery housing, peer recovery support services, and law enforcement deflection**.** You will work closely with community partners, service providers, law enforcement, and other stakeholders to strengthen systems of support and help people connect with the resources they need to achieve recovery and improved health.

JOB DUTIES: The Community Health Specialist will provide project leadership through strategic planning, cross-sector collaboration, grant management, community engagement, systems improvement, and implementation of evidence-based practices. This position offers the opportunity to help shape programs and partnerships—not simply maintain existing services.

Key responsibilities include:

- Coordinating multidisciplinary partnerships and community initiatives related to substance use and recovery.
- Supporting the development and sustainability of recovery housing.
- Strengthening referral pathways and connections to treatment, recovery, and community supports.
- Supporting peer recovery support services and law enforcement deflection initiatives.
- Organizing trainings, community engagement activities, and other opportunities to build community capacity.
- Leading strategic planning and implementation activities.
- Monitoring grant performance, outcomes, and reporting requirements.
- Evaluating program effectiveness and using data to identify opportunities for improvement.
- Identifying opportunities to sustain and expand successful programs through additional funding and community partnerships.

EDUCATION AND QUALIFICATIONS:

Required Qualifications:

- Bachelor's degree in Public Health, Community Health Education, Nursing, or a related field with 1–3 years of related experience.
- Knowledge of computerized information systems and data analysis.
- Strong critical thinking, problem-solving, organization, and project management skills.
- Experience building partnerships and engaging diverse stakeholders.
- Excellent written and verbal communication skills, including group facilitation and public speaking.
- Experience leading community coalitions or community health initiatives.

Preferred Qualifications:

- Advanced degree in Public Health or a related field.
- Knowledge of local, state, and federal public health programs and planning activities.
- Experience with grant writing, grant management, and reporting requirements.
- Experience in substance use and recovery and health promotion.
- Experience overseeing subcontracts, consultant agreements, or partnerships with external agencies, including monitoring performance and ensuring compliance with contract requirements.

WAGES AND BENEFITS: This 80% FTE position is grant funded through 2027, with the potential for extension beyond 2027 depending on the availability of continued grant funding and other funding opportunities. The position is scheduled for four days per week (32 hours/week) and has a starting salary range of $30.21–$34.52 per hour, depending on experience. While this position is an 80% FTE position, it is eligible for full time benefits including health, dental and vision insurance, participation in the Wisconsin Retirement System and a PTO (Paid Time Off) package with the ability to carry unused PTO into future years.

WORK HOURS AND SCHEDULE: Position works 4 days per week, (32 hours/week). The position would work Monday through Friday from 8:00 a.m. to 4:30 p.m. with a half-hour unpaid lunch.

HOW TO APPLY: Complete job description and ***required*** Oneida County application is available at www.oneidacountywi.gov. Completed application & resume can be emailed to KLPayne@oneidacountywi.gov or mailed to Oneida County Labor Relations Employee Services, Courthouse, P.O. Box 400, Rhinelander, WI 54501. Please call 715-369-6153 with questions on this position.

Deadline to apply is Monday October 26, 2026 at 10:00 AM.

Oneida County is an Equal Opportunity Employer

Oneida County
JOB DESCRIPTION

JOB TITLE: Community Health Specialist
Grade: J
DEPARTMENT: Health
Reports To: Public Health Director and Supervisor
FLSA Status: Nonexempt
Prepared By: Carl Meyer
Prepared Date: July 2013
Approved By: Lisa Charbarneau
Approved Date: July 2013
Reviewed Date: January 10, 2018; March 1, 2022, January 3, 2025; June 10, 2025; August 4, 2026

GENERAL SUMMARY:
The Community Health Specialist promotes individual and population health through health promotion and education initiatives and health behavior-change programs in a variety of settings for populations represented in Oneida County. Responsibilities include developing, implementing, and evaluating programs and public health initiatives, establishing, leading and maintaining community partnerships, and managing work plans and timelines. Work involvement will include initiatives and projects at any given time and will change as the initiatives and projects evolve. The specialist will implement grant objectives, work plans and respond to priorities set forth by the local coalitions.

STRATEGIC PLAN:
The success in strategic planning, implementation, execution and evaluation depends upon all staff commitment; ensuring the fulfillment of its goals and objectives. The mission of the health department is advancing the health of Oneida County by empowering individuals and communities to lead healthy, fulfilling lives through educations, innovation, programs, and partnerships. . The vision is a community where everyone in Oneida County has the opportunity to achieve optimal health and wellbeing. Linking daily actions to both the mission and vision is essential in providing high quality services to our community. Functions with a * are directly linked to our strategic plan.

ESSENTIAL FUNCTIONS:
Under general supervision and/or as part of various workgroups and teams, the Community Health Specialist performs the following essential functions within the framework of Oneida County Health Department's provision of the core functions and essential services of public health:

Public Health Sciences

1. *Facilitates implementation of community-focused initiatives to promote health and prevent disease, in settings including, but not limited to all Health Department buildings/sites, homes, community organizations and worksites, schools, and the community at large.
2. *In order to develop evidence-based public health interventions, conducts and/or facilitates teams in comprehensive reviews of scientific evidence related to public health issues, concerns, and interventions.
3. *Facilitates and implements multidisciplinary and/or interagency teams.

Community Dimensions of Practice

4. *Establishes, expands, facilitates and sustains initiatives, programs, and/or partnerships that engage key stakeholders and community members in order to address community health priorities.
5. *Provides leadership in the process of developing and applying evidence-based and evidence-building community health improvement strategies into specific, measurable action plans in partnership with public and private organizations.
6. *Designs and delivers - orientation for Department staff and public health education and technical assistance for community agency staff as well as community members on health promotion and disease prevention.

Analysis and Assessment

7. *Participates in Oneida County Health Department's community health assessment and health improvement planning and intervention activities.
8. *Assesses current relationships between the Department and community organizations, agencies and other stakeholders and develops plans to enhance and improve these relationships and partnerships.
9. *Develops and/or uses databases and software programs to gather and maintain needed data for health promotion and disease prevention, evaluation and quality improvement efforts.

Leadership and Systems Thinking

10. *Demonstrates knowledge regarding and compliant with applicable professional practice guidelines and any other Federal and State laws and regulations applicable to practice as a public health professional.
11. Adheres to Occupational Safety and Health Administration standards, such as those concerning exposure to bloodborne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.
12. *Contributes to a work environment where continuous quality improvements in service and professional practice are pursued.

Policy Development and Program Planning

13. *Participate in developing strategies on how Public Health can be actively involved in the development of county-wide policies and plans that impact the built environment and public health of the county and region. Serves on inter-jurisdictional or multi-agency committees involved in policy development; coordinate review/comment processes for proposed policy documents.
14. * Assist in developing and implementing a community involvement process that assures the informational exchange necessary to provide Public Health's input into appropriate plans and policies; identify potential barriers to new policy development and implementation.

Communication and Cultural Competency

15. *Delivers targeted, culturally-appropriate information to help individuals and groups understand health promotion and disease prevention information, policies, regulations and local code.
16. *Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and backgrounds.
17. *Adheres to ethical principles and Oneida County Health Department policy in the collection, maintenance, use, and dissemination of data and information.

Financial Planning and Management

18. Contributes to the development and preparation of proposals for funding from external resources for health promotion and disease prevention initiatives and programs.
19. *Collaborates in activities such as time studies that contribute to the development of budgets and the efficient use of resources.

Other

20. *Performs public health emergency response duties as assigned and consistent with training provided, in response to threats to the public's health consistent with job classification.
21. *Participates in Department and community emergency response training and drills in support of public health emergency and disaster preparedness consistent with job classification.
22. *Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued.
23. *Responsible for using quality improvement (QI) and performance management (PM) processes and/or techniques to improve the effectiveness of the respective public health program. This includes, but is not limited to: creating. Implementing, and evaluating performance standards and identifying, implementing, and assessing program quality improvement processes.
24. Performs other duties as assigned consistent with job classification.

BEHAVIOR EXPECTATIONS:

- Treats others with courtesy and respect in all interactions.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Education, Licensure, Certifications, Experience

- Bachelor's degree in public health, public health nursing, public administration, health promotion, community health education, social work or other closely related degree. Master's degree preferred.
- Three (3) years of public health/community development experience.
- National Incident Management System (NIMS)/Incident Command System (ICS) 100, 200,700.a, and 800.a certification within six (6) months of employment (provided by employer).
- Incident Command System (ICS) 300 and 400 within two (2) years of hire (provided by employer).
- Valid Wisconsin driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.

Knowledge and Skills:

- Knowledge of the core functions and essential services of public health
- Knowledge of education program planning, implementation and evaluation.
- Knowledge of training principles and methods, needs assessment, design and evaluation.
- Knowledge of course design, teaching methods and techniques for presenting material.
- Knowledge of health promotion and health education theories and practices related to: public health, epidemiology, disease prevention, behavioral change, group process, community organizing and mobilizing, social justice, and adult learning.
- Knowledge of data analysis and research methods.
- Knowledge of social marketing principles, public information and mass media and methods of instruction.
- Interpersonal communications, group process and facilitation skills.
- Excellent oral and written communications skills.
- Effectively communicates a broad amount of information to a wide variety of audiences.
- Demonstrates ability to make group presentations.
- Knowledge of Community organizing skills.
- Knowledge of Program-planning skills.
- Demonstrates computer use ability in word processing, spreadsheet and database software.
- Demonstrates ability to use a wide range of audio visual equipment.

Due to the need for all Health Department personnel to respond to public health emergencies, the employee must be assessed for his/her ability to meet the physical demands of performing the following activities:

- Must be able to be fitted and wear NIOSH 95 mask.
- Engage in the following movements: Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling and writing and repetitive motions.
- Exert up to 30 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.
- Hearing ability sufficient enough to communicate with others effectively in person and over the phone
- Visual ability must be sufficient enough to read typewritten documents, computer screen and drive a car.

If unable to demonstrate these abilities, all reasonable accommodations will be made, in compliance with the Americans with Disabilities Act and any other applicable Federal and Wisconsin law.

PUBLIC HEALTH EMERGENCY RESPONSE REQUIREMENT:

In the event of a public health emergency, employees may be required to work outside of their normal hours and be available for emergency response duties. This may include, but is not limited to, evening, weekend, and holiday shifts, as well as on-call or emergency support. Employees are expected to respond promptly when called upon to assist with urgent public health needs and to support the organization's emergency response efforts.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:

General office setting in health department facilities, as well as community sites including clients' homes and workplaces.

Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, chemicals and animals.

In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

Typical work hours are Monday through Friday, 8:00 a.m. to 4:30 p.m., but work outside these hours is possible depending on program needs.

Some Community Health Specialists will be expected to take on-call shifts on a rotating schedule. The frequency of these shifts will depend on the number of staff holding on-call positions. Employees assigned to on-call duty must be available to respond to urgent calls or situations as instructed by their supervisors. The expectation is that on-call employees remain accessible and prepared to report for duty if required.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:

Computer, Fax, copier, personal or county vehicle, and public health equipment and supplies.

Reports to: Director or Public Health Supervisor/Community Health Supervisor

Directs Work of: None

Blood borne Pathogen Risk Code: None __ Low _X_ Medium __ High__