



# Public Health Specialist

## Position Description

### POSITION SUMMARY

The University of Florida IFAS Extension Family Nutrition Program (FNP) is a grant funded program by the USDA Supplemental Nutrition Assistance Program Education (SNAP-Ed). FNP helps limited-resource families in Florida access more nutritious food choices on a budget and adopt healthier eating and physical activity habits to reduce the risk of obesity and chronic disease. FNP Public Health Specialists are responsible for providing support to assigned counties with public health approaches that complement nutrition education for the UF/IFAS Extension Family Nutrition Program (FNP). Responsibilities include: identifying opportunities for and developing partnerships to implement relevant Policy, System, and Environmental (PSE) changes; researching and reviewing existing public health issues and policies within assigned counties; designing and implementing evaluation of projects; and collaborating with regional and county obesity prevention coalitions.

**WORKING TITLE:** Public Health Specialist

**OFFICIAL CLASSIFICATION:** Extension Program Specialist (Job Code 002306); FLSA Status - Exempt

### ESSENTIAL FUNCTIONS

35% Work with county Extension staff to identify, plan and implement policy, system and environmental changes at sites and within communities receiving nutrition education. This includes assisting county Extension staff in identifying communities for interventions and partnerships to support these interventions based on needs assessment data, FCS advisory committees, and state and regional obesity prevention coalitions.

20% Assist with building capacity among county Extension staff for implementing public health approaches, including working with schools, governments, community agencies, and the private sector. Provide technical assistance to county Extension staff as requested for affecting policies, systems, and environments.

15% Assist with identifying evidence-based interventions that use appropriate theory of change models, such as the Social Cognitive Theory, and involve multiple levels of the Social Ecological Model.

10 % Assist with conducting county level needs assessments for nutrition status and physical activity to determine specific populations and communities that are in need of services.

10% Collaborate with regional and county obesity prevention coalitions. This includes traveling to attend meetings and participating in conference calls and work groups.

10% Other duties as assigned



### **SUPERVISION**

This position will be supervised by the State Public Health Coordinator in Gainesville, FL. This position is expected to function in an independent manner and self-direct the work of the position. This position exercises independence and initiative in completing assignments and receives general administrative direction. Work is reviewed for attainment of objectives and conformance with prescribed policies and procedures. This position will not supervise other positions.

### **NORMAL WORK SCHEDULE**

Flexible daily schedule; 40 hours a week or more as needed. Most work will occur during business hours Monday through Friday, 8 am – 5pm. Weekend and evening work may be required as necessary. Travel within Florida to attend local meetings and trainings may be required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in an appropriate area; or an equivalent combination of education and relevant experience.

### **PREFERRED QUALIFICATIONS**

- Master's degree in Public Health or Community Nutrition preferred.
- Candidates must have the ability to positively interact with a wide variety of business and organizational partners as an ambassador of FNP and articulate the program's goals, strategies and outcomes with confidence.
- Experience working in a school, college, or university setting a plus.
- The successful candidate must be able to integrate quickly and effectively into a busy team.
- Excellent communication skills are essential.
- Excellent attendance history in prior positions.
- Excellent oral and written communication skills, including a courteous and helpful manner in all communications.
- Completeness, accuracy, and timeliness in all work
- Scheduling and event management experience
- Proficiency with MS Office software and other web computer applications are keys to success.
- Candidates should have a general knowledge of community health needs assessments; the Social Ecological Model; policy, systems, and environmental (PSE) changes that affect nutrition behavior; and public health approaches to obesity prevention.
- Ability to conceptualize, implement, and evaluate projects while working with a team.



**CREATIVITY & LEADERSHIP**

This position will engage with an active team focused on strategic planning and implementation of public health approaches to improve nutrition and prevent obesity among the limited resource population in Florida. Collaboration within the team is essential for this position. All activities need to be within the scope of the SNAP-Ed grant guidelines, but creative and strategic thinking will be required to accomplish the goals of the program.

**POLICY MAKING AND/OR INTERPRETATION**

This position will be responsible for interpreting SNAP-Ed policies and procedures as well as national, state and local policies related to public health approaches to nutrition education as needed.

**PROGRAM DIRECTION AND DEVELOPMENT**

All members of the Public Health team will play an active role in the direction and development of their program activities.

**COMMUNICATION**

Daily contact with University, state, and county faculty and administrators. This is a public position that will communicate with a variety of external stakeholders. Spanish desirable.

**OTHER CHARACTERISTICS**

This is a time-limited, grant funded position. This position requires a special background check as described in section 435 Florida statutes.

**REQUIRED LICENSES**

Valid driver's license, reliable daily transportation for business purposes.

**IMMEDIATE SUPERVISOR'S NAME, TITLE**

Julia Sanchez, State Public Health Coordinator