

**SARPY/CASS BOARD OF HEALTH**

Sarpy/Cass Health Department

701 Olson Drive, Ste. 101

Papillion, NE 68046

5:30 pm

~This meeting is held within the guidelines of the Nebraska Open Meetings Act~

**MONDAY, MAY 22, 2023**

**AGENDA**

**I. Call to Order**

- A. Official Notice of Publication
- B. Open Meetings Act located on north wall
- C. Roll Call
- D. Introduction of public/visitors

**II. Approval of Agenda**

- a. Review and approve

**III. Approval of Minutes**

- a. Vote to approve the minutes and attachments for the meeting held on April 24, 2023

**IV. Public Comment**

*This is an opportunity for members of the audience to be heard at this time for a maximum of 3 minutes regarding any topic not on the agenda as it relates to the Board of Health.*

**V. Approval of Action Items**

- a. Peer Health Educator – Job Description
- b. Virtual Meeting Policy

**VI. Presentations:**

- a. Emily MacNabb – Emergency Response Coordinator

**VII. President's Report – Dr. Grimm**

**VIII. Treasurer's Report – Dr. Neumann/Eide Bailly**

**IX. Director's Report – Sarah Schram**

**X. Board Members Comments, Committee Reports and/or Updates**

- a. Nominating Committee: Dr. Grimm, Dr. Medcalf
  - i. Board of Director Term Renewals – PRN
- b. Finance Committee: Dr. Neumann, Dr. Grimm
- c. Policy Committee: Autumn Sky Burns, Connie Daniel
- d. Personnel Committee: Officers of the Board
- e. Program Committee:
- f. Medical Director's Report: Dr. Sara DeSpain

**XI. Executive Session**

*This Board reserves the right to enter into Executive Session in order to protect the public interest with respect to discussion regarding litigation, personnel, and other matters listed in Nebraska Revised Statute 84-1410.*

**XII. Approval to Adjourn**

The next Board of Health Meeting is scheduled for June 26, 2023 at the Sarpy/Cass Health Department, Papillion, Nebraska 68046.

**Fiscal Year 23 Board of Health Officers**

Dr. Brandon Grimm – President

Autumn Sky Burns – Vice President

Dr. Matt Neumann – Treasurer

Dr. Sharon Medcalf – Secretary

**Board of Directors 2023 Renewals**

Connie Daniels – Cass County Public Spirited Citizen – August 2023

**Board of Health Meeting Minutes  
April 24, 2023**

President, Dr. Brandon Grimm, called the meeting to order at 5:30 p.m., at the Sarpy/Cass Health Department office, located at 701 Olson Dr., Papillion, NE 68046.

**Roll Call:**

Erin Ponec, Acting Recorder

**Roll call States as follows:** Autumn Sky Burns – present; Connie Daniel – present; Dr. Sara DeSpain – not present (arrived at 5:35 pm); Dr. Brandon Grimm – present; Dr. Sharon Medcalf – excused; Dr. Matt Neumann – present; Kathy Roehrig – present; Dale Sharpe – absent; Jim Warren – present.

**Staff Present:** Sarah Schram, Director; Jenny Steventon, Assistant Health Director; Erin Ponec, Acting Recorder;

**Guest(s) Present:** None

**Agenda:**

**Per the Open Meetings Act the agenda may not be altered after 24 hours prior to the meeting unless an emergency arises.**

Warren moved, seconded by Dr. Neumann to approve the April 24, 2023, agenda. Roll call states as follows: Burns – aye; Daniel – aye; Dr. DeSpain – aye; Dr. Grimm – aye; Dr. Medcalf - excused; Dr. Neumann – aye; Roehrig – aye; Sharpe – absent; Warren – aye.

**Approval of Meeting Minutes:**

Warren moved, seconded by Dr. Neumann to approve the February 27, 2023, meeting minutes. Roll call states as follows: Burns – aye; Daniel – aye; Dr. DeSpain – aye; Dr. Grimm – aye; Dr. Medcalf - excused; Dr. Neumann – aye; Roehrig – aye; Sharpe – absent; Warren – aye.

**Approval of Action Items:**

Nothing to approve

**Presentation:** None

**President's Report:**

Nothing to report.

**Treasurer's Report:**

Warren moved, seconded by Daniel to approve the treasurers report. Roll call states as follows: Burns – aye; Daniel – aye; Dr. DeSpain – aye; Dr. Grimm – aye; Dr. Medcalf - excused; Dr. Neumann – aye; Roehrig – aye; Sharpe – absent; Warren – aye.

Roehrig moved, seconded by Daniel to approve the transfer of funds at Cornerstone Bank to a 4.5% CD for 11 months, if the penalty is equal to or less than \$1,658 (annualized interest). Roll call states as follows: Burns – aye; Daniel – aye; Dr. DeSpain – aye; Dr. Grimm – aye; Dr. Medcalf - excused; Dr. Neumann – aye; Roehrig – aye; Sharpe – absent; Warren – aye.

**Director's Report:**

Attached

**Other Business:**

None

**Standing Committee Reports:**

**Nomination Committee:** Nothing to report

**Finance Committee:** Nothing to report

**Policy Committee:** Nothing to report

**Personnel Committee:** Nothing to report

**Health Director Evaluation & Compensation:** Nothing to report

**Program Committee:** Nothing to report

**Medical Director's Report:** Nothing to report

**Next Meeting: May 22, 2023**

**Adjournment:**

Dr. Neumann moved, seconded by Warren, to adjourn the meeting at 6:00pm. Roll call states as follows: Burns – aye; Daniel – aye; Dr. DeSpain – aye; Dr. Grimm – aye; Dr. Medcalf - excused; Dr. Neumann – aye; Roehrig – aye; Sharpe – absent; Warren – aye.

**ATTEST:**

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Dr. Brandon Grimm, President  
Sarpy/Cass Board of Health

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Dr. Sharon Medcalf, Secretary  
Sarpy/Cass Board of Health



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## **Financial Package**

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Sarpy/Cass Health Department  
2022/2023 (YTD to Apr 2023)

# Statement of Financial Position

BALANCE SHEET (\$)	Apr 2023	Apr 2022	Change
<b>ASSETS</b>			
<b>Cash &amp; Equivalents</b>			
PINNACLE - MAIN ACCT	1,307,236	1,119,020	188,216
PINNACLE - RESERVE	287,930	37,188	250,742
Cornerstone Bank	367,173	367,173	0
Bill.com Money Out Clearing	0	50	(50)
<b>Total Cash &amp; Equivalents</b>	<b>1,962,339</b>	<b>1,523,431</b>	<b>438,908</b>
<b>Total Current Assets</b>	<b>1,962,339</b>	<b>1,523,431</b>	<b>438,908</b>
<b>Total Non-Current Assets</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Assets</b>	<b>1,962,339</b>	<b>1,523,431</b>	<b>438,908</b>
<b>LIABILITIES</b>			
<b>Short Term Debt</b>			
Card 5746	648	6,393	(5,745)
<b>Total Current Liabilities</b>	<b>648</b>	<b>6,393</b>	<b>(5,745)</b>
<b>Total Non-Current Liabilities</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Liabilities</b>	<b>648</b>	<b>6,393</b>	<b>(5,745)</b>
<b>EQUITY</b>			
<b>Retained Earnings</b>			
Fund Balance - Unappropriated	1,648,048	898,541	749,507
<b>Current Earnings</b>			
Net Income	313,643	618,497	(304,854)
<b>Total Equity</b>	<b>1,961,691</b>	<b>1,517,038</b>	<b>444,653</b>
<b>Total Liabilities &amp; Equity</b>	<b>1,962,339</b>	<b>1,523,431</b>	<b>438,908</b>

No opinion, conclusion or assurance is provided on these financial statements. All disclosures omitted.

# Statement of Activities

<b>PROFIT &amp; LOSS</b>	<b>Apr 2023</b>	<b>YTD</b>	<b>YTD last year</b>
<b>Revenue</b>			
District Health Department	\$45,491	\$434,573	\$409,565
FEDERAL GRANTS (FEMA)	\$0	\$0	\$684,360
Health Department Grants	\$0	\$6,305	\$0
HHS Grant Funds	\$48,259	\$1,046,602	\$766,865
Interest on Investments	\$624	\$4,416	\$1,201
Miscellaneous Refunds	\$0	\$95	\$2,007
<b>Total Revenue</b>	<b>\$94,375</b>	<b>\$1,491,991</b>	<b>\$1,863,998</b>
<b>Expenses</b>			
Payroll Expenses	\$50,593	\$589,192	\$691,599
Employee Benefits	\$14,874	\$149,769	\$210,910
Equipment, Repairs and Maintenance	\$200	\$9,913	\$7,609
Travel	\$712	\$6,824	\$6,834
Professional Services	\$12,938	\$168,976	\$135,417
Operating Insurance	\$4,400	\$25,643	\$21,731
Rent	\$10,046	\$110,506	\$89,995
Utilities	\$1,250	\$25,391	\$22,345
Other	\$6,927	\$92,074	\$59,062
Insurance	\$0	\$61	\$0
<b>Total Expenses</b>	<b>\$101,941</b>	<b>\$1,178,348</b>	<b>\$1,245,501</b>
<b>Operating Profit</b>	<b>(\$7,566)</b>	<b>\$313,643</b>	<b>\$618,497</b>
<b>Net Income</b>	<b>(\$7,566)</b>	<b>\$313,643</b>	<b>\$618,497</b>

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# Budget vs. Actuals

PROFIT & LOSS	2022/2023 (YTD)	Budget	Budget Variance (\$)	Budget Variance (%)
<b>Revenue</b>				
District Health Department	\$434,573	\$437,962	(\$3,389)	-0.77%
Health Department Grants	\$6,305	\$0	\$6,305	-
HHS Grant Funds	\$1,046,602	\$1,559,616	(\$513,013)	-32.89%
Interest on Investments	\$4,416	\$0	\$4,416	-
Miscellaneous Refunds	\$95	\$0	\$95	-
<b>Total Revenue</b>	<b>\$1,491,991</b>	<b>\$1,997,578</b>	<b>(\$505,587)</b>	<b>-25.31%</b>
<b>Expenses</b>				
Payroll Expenses	\$589,192	\$978,760	(\$389,567)	-39.80%
Employee Benefits	\$149,769	\$235,895	(\$86,125)	-36.51%
Equipment, Repairs and Maintenance	\$9,913	\$31,579	(\$21,666)	-68.61%
Travel	\$6,824	\$31,243	(\$24,419)	-78.16%
Professional Services	\$168,976	\$272,990	(\$104,015)	-38.10%
Operating Insurance	\$25,643	\$24,877	\$766	3.08%
Rent	\$110,506	\$116,566	(\$6,059)	-5.20%
Utilities	\$25,391	\$25,500	(\$110)	-0.43%
Other	\$92,074	\$238,491	(\$146,417)	-61.39%
Insurance	\$61	\$0	\$61	-
<b>Total Expenses</b>	<b>\$1,178,348</b>	<b>\$1,955,901</b>	<b>(\$777,553)</b>	<b>-39.75%</b>
<b>Operating Profit</b>	<b>\$313,643</b>	<b>\$41,677</b>	<b>\$271,966</b>	<b>652.55%</b>
<b>Net Income</b>	<b>\$313,643</b>	<b>\$41,677</b>	<b>\$271,966</b>	<b>652.55%</b>

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HHS Grant funds under budget due to timing of reimbursements and grant cycles, primarily driven by grants where the entire award amount has been budgeted but not yet utilized:

- VFC (\$245K), STI (\$86K), Health Equity (\$59K), PHEP (\$54K), and MHI (\$23K) grants

Payroll Expenses under budget due to planned timing of new hires for vacant positions.

Professional Services under budget due to planned timing of expenses.



# Statement of Activities by Class (YTD)

PROFIT & LOSS	1350 - HEALTH DEPARTMENT	2565 - PHEP	2570 - CRI	4150 - REGION 6	4300 - WIC PC/BF	4600 - VFC	4700 - MHI	4560 - UHC Flu Capacity Bldg	SARPY CO. ARPA	Other	Total
<b>Revenue</b>											
District Health Department	\$434,573	-	-	-	-	-	-	-	-	-	\$434,573
Health Department Grants	-	-	-	-	\$6,305	-	-	-	-	-	\$6,305
HHS Grant Funds	\$368,702	\$114,848	\$52,189	\$80,084	\$15,697	\$55,508	\$110,893	\$87,500	\$115,000	\$46,181	\$1,046,602
Interest on Investments	\$4,416	-	-	-	-	-	-	-	-	-	\$4,416
Miscellaneous Refunds	\$80	-	-	-	-	-	-	-	-	\$15	\$95
<b>Total Revenue</b>	<b>\$807,771</b>	<b>\$114,848</b>	<b>\$52,189</b>	<b>\$80,084</b>	<b>\$22,002</b>	<b>\$55,508</b>	<b>\$110,893</b>	<b>\$87,500</b>	<b>\$115,000</b>	<b>\$46,196</b>	<b>\$1,491,991</b>
<b>Expenses</b>											
Payroll Expenses	\$293,959	\$89,040	\$39,121	\$21,239	\$17,083	\$8,167	\$49,595	-	-	\$70,989	\$589,192
Employee Benefits	\$93,201	\$16,995	\$7,044	\$17,840	\$1,304	\$1,025	\$6,405	-	-	\$5,957	\$149,769
Equipment, Repairs and Maintenance	\$2,116	-	\$237	\$237	-	-	-	-	\$7,323	-	\$9,913
Travel	\$1,607	\$1,012	\$168	\$226	-	\$50	\$20	-	-	\$3,740	\$6,824
Professional Services	\$77,673	\$4,134	-	\$5,477	\$671	\$42,910	\$16,107	-	-	\$22,003	\$168,976
Operating Insurance	\$25,643	-	-	-	-	-	-	-	-	-	\$25,643
Rent	\$110,506	-	-	-	-	-	-	-	-	-	\$110,506
Utilities	\$16,257	\$374	\$54	\$107	\$8,277	-	\$214	-	-	\$107	\$25,391
Other	\$34,083	\$4,823	\$23	\$26,040	\$40	\$1,137	\$1,539	\$2,643	\$5,816	\$15,930	\$92,074
Insurance	\$61	-	-	-	-	-	-	-	-	-	\$61
<b>Total Expenses</b>	<b>\$655,107</b>	<b>\$116,379</b>	<b>\$46,645</b>	<b>\$71,165</b>	<b>\$27,374</b>	<b>\$53,288</b>	<b>\$73,880</b>	<b>\$2,643</b>	<b>\$13,139</b>	<b>\$118,726</b>	<b>\$1,178,348</b>
<b>Operating Profit</b>	<b>\$152,664</b>	<b>(\$1,531)</b>	<b>\$5,544</b>	<b>\$8,919</b>	<b>(\$5,373)</b>	<b>\$2,220</b>	<b>\$37,013</b>	<b>\$84,857</b>	<b>\$101,861</b>	<b>(\$72,531)</b>	<b>\$313,643</b>
<b>Net Income</b>	<b>\$152,664</b>	<b>(\$1,531)</b>	<b>\$5,544</b>	<b>\$8,919</b>	<b>(\$5,373)</b>	<b>\$2,220</b>	<b>\$37,013</b>	<b>\$84,857</b>	<b>\$101,861</b>	<b>(\$72,531)</b>	<b>\$313,643</b>

No opinion, conclusion or assurance is provided on these financial statements. All disclosures omitted.

## Grant Funding Terms:

### General Appropriated Funding:

- 1350 Health Dept, 2590 MCH (included in other; can be used as general funds)

### Monthly Reimbursement Billings:

- 4150 Region 6, 4300 WIC PC/BF, Sarpy Co. Block Grant

### Quarterly Reimbursement Billings:

- 2565 PHEP, 4600 VFC, 4700 MHI, 2570 CRI, STI, Health Equity

### Periodic Reimbursement Billings:

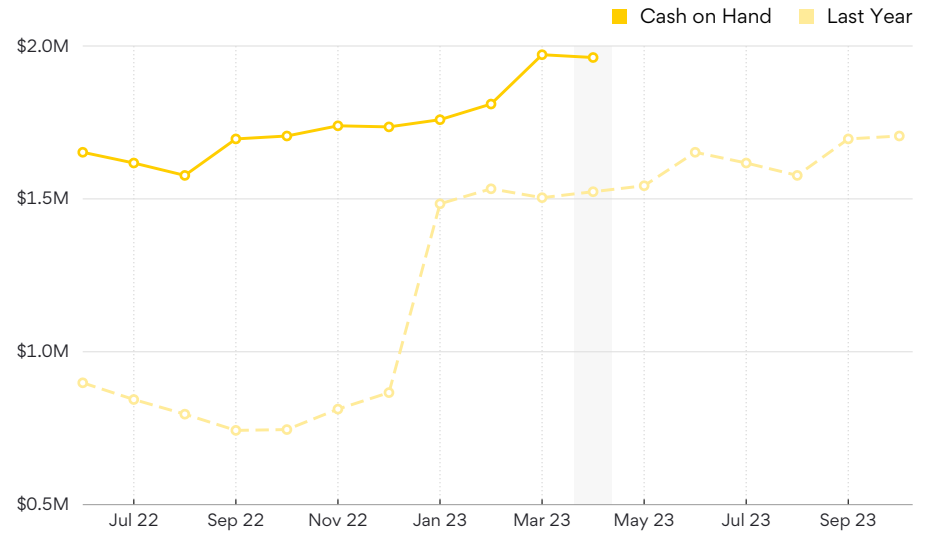
- Sarpy ARPA, State ARPA

# Charts and Graphics

## Top 10 Expenses

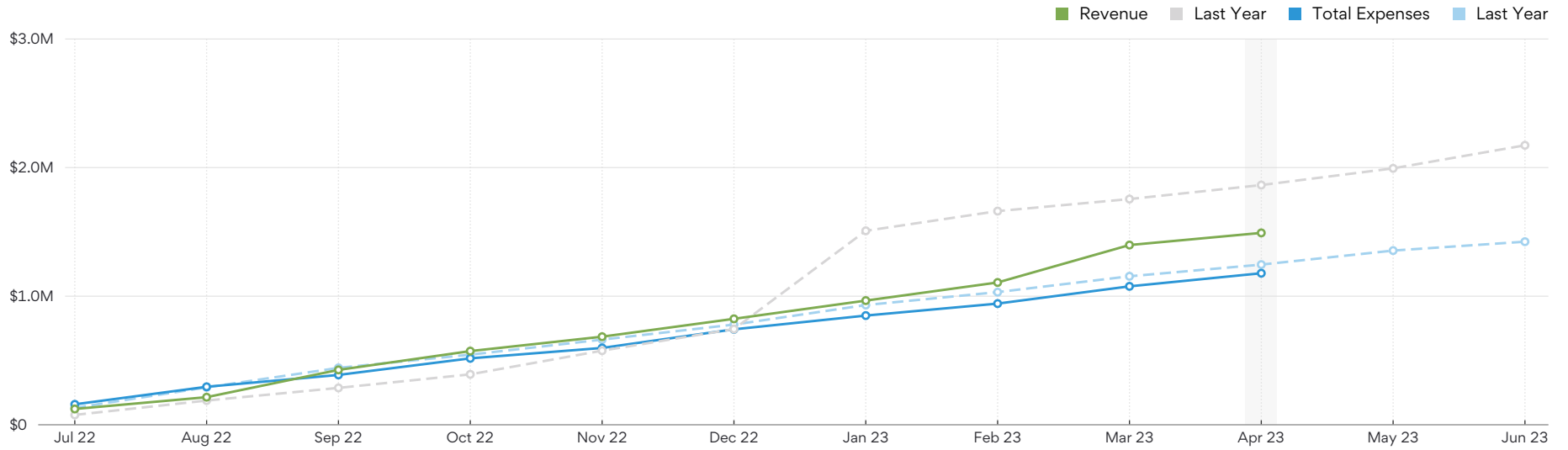
Official's Salary	\$434,431
Contractual Services	\$144,364
Regular Time Salary	\$115,007
Office	\$110,506
Health	\$65,803
Social Security (Payroll Taxes)	\$41,616
Retirement Contributions	\$37,754
Retention Bonus	\$33,568
Program - Supplies	\$30,748
Consulting Fees	\$24,612

## Cash Position

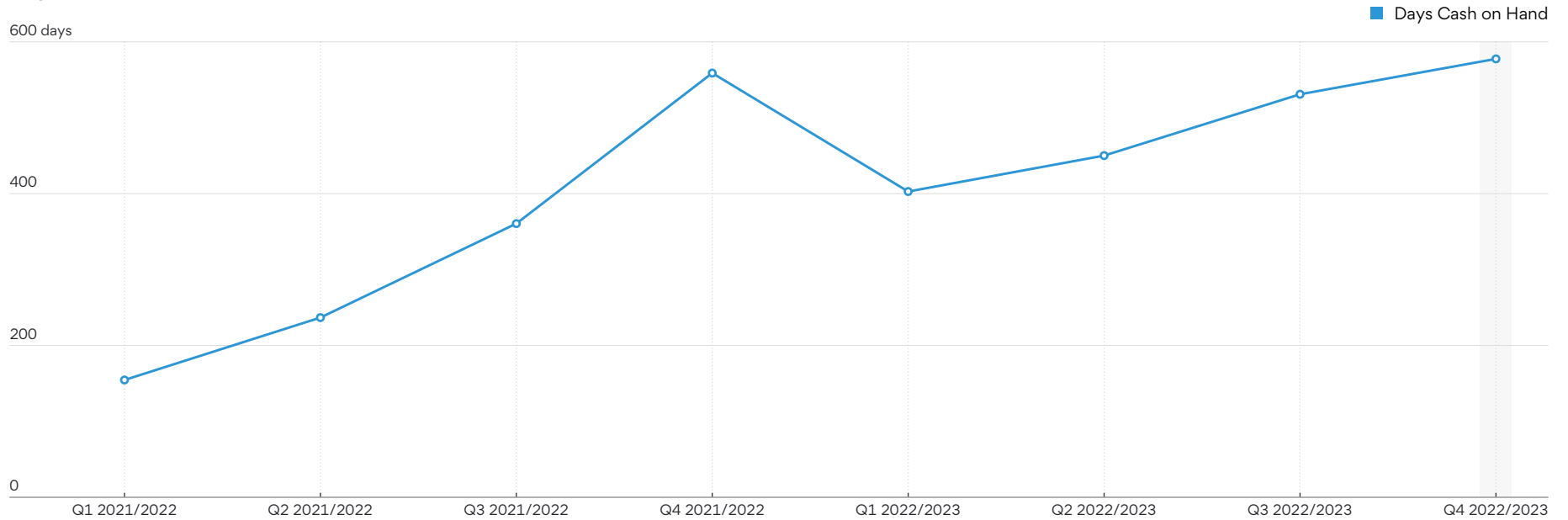


All exempt employees are included in "Official's Salary" and hourly are included in "Regular Time Salary"

### This year vs last year



### Days Cash on Hand



# SARPY/CASS

## Health Department

<b>Position Title:</b>	Peer Health Educator I		
<b>Agency Unit:</b>	Health Promotion		
<b>Reports to:</b>	Health Director or Designee	<b>Supervises:</b>	None
<b>Employment Status:</b>	Part-time 12-16 hours/week	<b>FLSA Status:</b>	Non-exempt

**Position Summary:** The Peer Health Educator I (PHE-I) is responsible for providing community education and support regarding projects and programs within the Department as necessary, with consistent support of the Nebraska WIC Breastfeeding program. This position will collaborate with the Nebraska WIC program and Local Agency staff to support WIC pregnant and breastfeeding mothers. PHE-I will provide public health education, promotion, and behavior-change initiatives in a variety of settings across the Omaha Metro and within the health jurisdiction.

**Primary Duties:** Under general supervision, the PHE-I performs the following essential duties within the framework of the Department’s provision of the core functions and essential services of public health:

- Attend and complete breastfeeding training classes to become a peer counselor.
- Attend Journey Management Information System (MIS) training clinic or other similar training as directed by the Local Agency.
- Attend regular WIC staff meetings, one-on-one meetings with WIC Breastfeeding Supervisor, and other meetings as directed.
- Counsel pregnant and breastfeeding WIC mothers by telephone, e-mail, text, and WIC clinic visits, and/or hospital visits.
- Receive a caseload of WIC mothers and make routine periodic contacts, as described by program policy, with all mothers assigned.
- Follow federal guidelines regarding basic breastfeeding support for new mothers.
- Help prevent and handle common breastfeeding concerns.
- Available outside of regular work hours (Monday – Friday, 8 – 4:30) to mothers who are having breastfeeding issues and challenges.
- Respects each client by keeping her information strictly confidential.
- Keeps accurate records of all contacts made with WIC clients.
- Refers mothers, according to WIC clinic-established protocols to:
  - WIC Certified Professional Authority.
  - Local Agency Breastfeeding Coordinator.
  - Lactation consultant.
  - Mother’s and/or infant’s Healthcare Provider or nurse.
  - Public health programs in the community.
  - Social service agencies.
- Attends and assists with prenatal classes and breastfeeding support groups.
- Attends monthly Department staff meetings, quarterly all staff WIC meetings, and

breastfeeding trainings as appropriate.

- Reads assigned books and materials on breastfeeding that are provided by the supervisor.
- May assist WIC staff in promoting breastfeeding peer counselor program through special projects and duties as assigned.
- Documents encounters with WIC clients within the Journey MIS in a timely manner.

**Additional Duties:**

- Promote and facilitate the incorporation of Departmental core values, vision, mission, and strategic initiatives into daily service delivery.
- Develop a working knowledge of other Department services and programs and provide information to the public as appropriate.
- Assume responsibility for own professional growth and development by pursuing education, participating in professional committees/work groups, and contribute to a work environment where continual improvements in service and professional practice are pursued.
- Adhere to all HIPAA and Department confidentiality and privacy policies and practices.
- Establish and maintain effective working relationships with coworkers, stakeholders, governmental officials, and the general public. Resolve conflict.
- Attend trainings, courses, seminars, and conferences, as approved or assigned by Director or designee, to maintain knowledge of current trends and to develop skills necessary to assure duties are performed satisfactorily.
- Participate in needs assessments, strategic planning, accreditation, evaluation, and quality improvement processes. Employ data-driven decision-making to determine pertinent program priorities, goals, and objectives.
- Perform computer input and retrieval functions utilizing a variety of hardware and software programs.
- Prepare accurately and maintain various records, reports, correspondence, and other Departmental documents including mileage reports and time sheets.
- Present submissions for posting on the Department's website and other social media platforms.
- Perform other duties as assigned.

**Qualifications:**

*Education and Experience:*

- High School Diploma or equivalent required.
- Associate's degree from an accredited college or university in public health, health promotion/education, social work, or related field of studies preferred.
- Demonstrated knowledge and experience in breastfeeding management (i.e. successfully breastfeed at least one baby) required.
- Exceptional interpersonal communication skills and proficient writing skills are essential.
- Applicants fluent in both English and Spanish preferred.
- Proficient in Microsoft Office computer applications. Experience/training utilizing database, statistical, and graphics software desired.

# SARPY/CASS

## Health Department

- General:*
- Completion of mandatory Department training within 30 days of employment, including National Incident Management System and Incident Command System, HIPAA, health equity, and military competency training.
  - Completion of mandatory WIC breastfeeding peer support training as well as WIC information technology (Journey) training.
  - Must possess a valid driver's license at the time of hire and maintain it throughout the course of employment.
  - Must possess own mode of transportation.
  - Successful completion of a criminal records check and drug screen test.
  - Non-tobacco user.

- Knowledge , Skills and Abilities:*
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
  - Knowledge of community agencies and resources.
  - Understanding of barriers that may be impacting the community and resources to alleviate burdens felt by residents.
  - Knowledge of the core functions and essential services of public health.
  - Knowledge of disease prevention, health promotion, lifestyle risk reduction education, and public health research methods.
  - Knowledge of methods, practices, and techniques used in ascertaining public health problems and health education needs.
  - Knowledge of the geography of Sarpy and Cass counties.
  - Ability to make professional decisions within the framework of Department policy, and perform all duties with efficiency, thoroughness, accuracy, and attention to detail.
  - Ability to assess, organize, and prioritize work assignments and meet deadlines.
  - Ability to understand and communicate effectively utilizing the English language both verbally and in writing, including use of proper grammar, vocabulary, spelling, and punctuation.
  - Ability to understand and follow verbal and written instructions.
  - Ability to communicate with people of all ages and backgrounds.
  - Ability to conform to scheduling demands that may include weekends, overtime, emergency call-in, and varied days, hours, and shifts.
  - Ability to work independently with a minimum level of supervision after completing training and probationary period.
  - Ability to operate a motor vehicle safely and in compliance with traffic laws and regulations, in the performance of job duties.

**Work Environment:** Work is generally performed indoors in an office setting but may occasionally be performed outdoors. Work may be fast-paced when dealing with multiple priorities, frequent interruptions, irate or uncooperative individuals, and emergency situations. The incumbent may be exposed to various exposures i.e., dust, hazardous fumes, odors, mists, blood or body fluids, toxic/caustic chemicals, radiation, infectious materials, humidity, inclement weather conditions, and extreme heat or cold environment rarely.

Work requires physical activity, including extended periods of sitting, standing, walking, kneeling, bending, crouching, reaching, stopping, and climbing. Noise level is typically moderate. An incumbent must have the ability to frequently lift and/or carry equipment, supplies, and other materials weighing up to 10lbs., and to occasionally lift and/or carry equipment, supplies, and other materials up to 25 lbs.

Frequent fine motor movement of fingers, hands, and wrists with gross motor movement of elbows and arms as well as hand-eye coordination and manual dexterity are necessary and required. Required sensory abilities include vision, hearing, and touch. Visual abilities, correctable to normal ranges, include close, distance, and color vision as well as depth perception and the ability to adjust focus. Communication abilities include talking and hearing within normal ranges.

Due to the need for all Department personnel to respond to public health emergencies, all personnel must be fitted and able to wear a NIOSH 95 mask.

**Limitations and Disclaimer:** The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.

Employees will be required to follow any other job-related requirements and to perform other job-related duties requested by Sarpy/Cass Health Department in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

All job descriptions are subject to possible modification to reasonably accommodate individuals with disabilities in compliance with the Americans with Disabilities Act and any other applicable Federal and Nebraska law. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

The Sarpy/Cass Health Department retains the right to modify or change the essential and additional duties of the job at any time.

# SARPY/CASS

Health Department

I have read and understand the duties and responsibilities for which I am responsible. The duties, responsibilities and minimum requirements have been reviewed with me and I have received a copy.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Health Director's Signature

\_\_\_\_\_  
Date

DRAFT



# SARPY/CASS

## Health Department

<b>Position Title:</b>	Peer Health Educator II				
<b>Agency Unit:</b>	Health Promotion				
<b>Reports to:</b>	Health Director or Designee	<b>Supervises:</b>	None		
<b>Employment Status:</b>	Part-time 17-32 hours/week	Full-time 40 hours/week	<b>FLSA Status:</b>	Non-Exempt	

**Position Summary:** The Peer Health Educator II (PHE-II) is responsible for providing community education and support regarding projects and programs within the Department as necessary, with consistent support of the Nebraska WIC Breastfeeding program, maternal child health education programs, chronic disease prevention programs, and other public health programs. This position will collaborate with the program coordinators to promote individual and population health by providing public health education, promotion, and behavior-change initiatives in a variety of settings across the Omaha Metro and within the health jurisdiction.

**Primary Duties:** Under general supervision, the PHE-II performs the following essential duties within the framework of the Department’s provision of the core functions and essential services of public health:

- Implement strategies, initiatives, and activities for individuals, families, and population groups that promote health and prevent disease, injuries, and disabilities in settings including, but not limited to clinics, community organizations, businesses, schools, and the community in general.
- Disseminate health education materials and information that are accurate, linguistically and culturally appropriate, and educationally sound.
- Perform individual and family assessments (within scope) which may include health history, physical and nutrition assessment, growth monitoring, developmental assessment, assessment of family functioning, and assessment of basic needs including food, housing, income, resources, supports and access to health care.
- Document client assessment and intervention data in records, as directed. Uses established medical record forms, databases and documentation practices.
- Gather, organize, interpret and maintain data for program monitoring, reporting, evaluation, and improvement.
- Support department staff to complete required program reports in an accurate and timely manner.

- Nebraska WIC Breastfeeding Support Duties:**
- Attend and complete breastfeeding training classes to become a peer counselor.
  - Attend Journey Management Information System (MIS) training clinic or other similar training as directed by the Local Agency.
  - Attend regular WIC staff meetings, one-on-one meetings with WIC Breastfeeding Supervisor, and other meetings as directed.
  - Counsel pregnant and breastfeeding WIC mothers by telephone, e-mail, text, and WIC clinic

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visits, and/or hospital visits.

- Receive a caseload of WIC mothers and make routine periodic contacts, as described by program policy, with all mothers assigned.
- Follow federal guidelines regarding basic breastfeeding support for new mothers.
- Help prevent and handle common breastfeeding concerns.
- Available outside of regular work hours (Monday – Friday, 8 – 4:30) to mothers who are having breastfeeding issues and challenges.
- Respects each client by keeping her information strictly confidential.
- Keeps accurate records of all contacts made with WIC clients.
- Refers mothers, according to WIC clinic-established protocols to:
  - WIC Certified Professional Authority.
  - Local Agency Breastfeeding Coordinator.
  - Lactation consultant.
  - Mother’s and/or infant’s Healthcare Provider or nurse.
  - Public health programs in the community.
  - Social service agencies.
- Attends and assists with prenatal classes and breastfeeding support groups.
- Attends monthly Department staff meetings, quarterly all staff WIC meetings, and breastfeeding trainings as appropriate.
- Reads assigned books and materials on breastfeeding that are provided by the supervisor.
- May assist WIC staff in promoting breastfeeding peer counselor program through special projects and duties as assigned.
- Documents encounters with WIC clients within the Journey MIS in a timely manner.

### **Additional Duties:**

- Promote and facilitate the incorporation of Departmental core values, vision, mission, and strategic initiatives into daily service delivery.
- Develop a working knowledge of other Department services and programs and provide information to the public as appropriate.
- Assume responsibility for own professional growth and development by pursuing education, participating in professional committees/work groups, and contribute to a work environment where continual improvements in service and professional practice are pursued.
- Search for funding opportunities and assist in the development of grant proposals, work plans, goals and objectives related to existing and future programs/projects.
- Adhere to all HIPAA and Department confidentiality and privacy policies and practices.
- Establish and maintain effective working relationships with coworkers, stakeholders, governmental officials, and the general public. Resolve conflict.
- Represent the Department by serving on various committees, coalitions, and community alliances related to emergency preparedness or as assigned by Director or designee.
- Attend trainings, courses, seminars, and conferences, as approved or assigned by Director or designee, to maintain knowledge of current trends and to develop skills necessary to assure duties are performed satisfactorily.
- Participate in needs assessments, strategic planning, accreditation, evaluation, and quality

improvement processes. Employ data-driven decision-making to determine pertinent program priorities, goals, and objectives.

- Perform computer input and retrieval functions utilizing a variety of hardware and software programs.
- Prepare accurately and maintain various records, reports, correspondence, and other Departmental documents including mileage reports and time sheets.
- Present submissions for posting on the Department's website and other social media platforms.
- Perform other duties as assigned.

## Qualifications:

### *Education and Experience:*

- High School Diploma or equivalent required.
- Associate's degree from an accredited college or university in public health, health promotion/education, social work, or related field of studies preferred.
- Demonstrated knowledge and experience in breastfeeding management (i.e. successfully breastfeed at least one baby) required.
- Exceptional interpersonal communication skills and proficient writing skills are essential.
- Applicants fluent in both English and Spanish preferred.
- Proficient in Microsoft Office computer applications. Experience/training utilizing database, statistical, and graphics software desired.

### *General:*

- Completion of mandatory Department training within 30 days of employment, including National Incident Management System and Incident Command System, HIPAA, health equity, and military competency training.
- Completion of mandatory WIC breastfeeding peer support training as well as WIC information technology (Journey) training.
- Must possess a valid driver's license at the time of hire and maintain it throughout the course of employment.
- Must possess own mode of transportation.
- Successful completion of a criminal records check and drug screen test.
- Non-tobacco user.

### *Knowledge, Skills and Abilities:*

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Knowledge of community agencies and resources.
- Understanding of barriers that may be impacting the community and resources to alleviate burdens felt by residents.
- Knowledge of the core functions and essential services of public health.
- Knowledge of disease prevention, health promotion, lifestyle risk reduction education, and public health research methods.
- Knowledge of methods, practices, and techniques used in ascertaining public health problems and health education needs.

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- Knowledge of the geography of Sarpy and Cass counties.
- Ability to make professional decisions within the framework of Department policy, and perform all duties with efficiency, thoroughness, accuracy, and attention to detail.
- Ability to assess, organize, and prioritize work assignments and meet deadlines.
- Ability to understand and communicate effectively utilizing the English language both verbally and in writing, including use of proper grammar, vocabulary, spelling, and punctuation.
- Ability to understand and follow verbal and written instructions.
- Ability to communicate with people of all ages and backgrounds.
- Ability to conform to scheduling demands that may include weekends, overtime, emergency call-in, and varied days, hours, and shifts.
- Ability to work independently with a minimum level of supervision after completing training and probationary period.
- Ability to operate a motor vehicle safely and in compliance with traffic laws and regulations, in the performance of job duties.

### **Work Environment:**

Work is generally performed indoors in an office setting but may occasionally be performed outdoors. Work may be fast-paced when dealing with multiple priorities, frequent interruptions, irate or uncooperative individuals, and emergency situations. The incumbent may be exposed to various exposures i.e., dust, hazardous fumes, odors, mists, blood or body fluids, toxic/caustic chemicals, radiation, infectious materials, humidity, inclement weather conditions, and extreme heat or cold environment rarely.

Work requires physical activity, including extended periods of sitting, standing, walking, kneeling, bending, crouching, reaching, stopping, and climbing. Noise level is typically moderate. An incumbent must have the ability to frequently lift and/or carry equipment, supplies, and other materials weighing up to 10lbs., and to occasionally lift and/or carry equipment, supplies, and other materials up to 25 lbs.

Frequent fine motor movement of fingers, hands, and wrists with gross motor movement of elbows and arms as well as hand-eye coordination and manual dexterity are necessary and required. Required sensory abilities include vision, hearing, and touch. Visual abilities, correctable to normal ranges, include close, distance, and color vision as well as depth perception and the ability to adjust focus. Communication abilities include talking and hearing within normal ranges.

Due to the need for all Department personnel to respond to public health emergencies, all personnel must be fitted and able to wear a NIOSH 95 mask

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**Limitations and  
Disclaimer:**

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.

Employees will be required to follow any other job-related requirements and to perform other job-related duties requested by Sarpy/Cass Health Department in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

All job descriptions are subject to possible modification to reasonably accommodate individuals with disabilities in compliance with the Americans with Disabilities Act and any other applicable Federal and Nebraska law. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

The Sarpy/Cass Health Department retains the right to modify or change the essential and additional duties of the job at any time.

I have read and understand the duties and responsibilities for which I am responsible. The duties, responsibilities and minimum requirements have been reviewed with me and I have received a copy.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Health Director's Signature

\_\_\_\_\_  
Date