



NATIONAL ASSOCIATION OF
CHRONIC DISEASE DIRECTORS
Promoting Health. Preventing Disease.

Competency-based Job Description Templates

Purpose and Use:

The NACDD Competency-based Job Description Templates are designed to allow the Chronic Disease practitioner to incorporate functional components into your state specific format to enhance the value of the job description in recruiting, hiring, and evaluating employees. This document is based on the NACDD Competencies for Chronic Disease Practice, which is available at www.chronicdisease.org.

Directions:

- Templates have not been given a specific job title, due to the wide range of titles and levels used throughout the various states.
- Begin by reading the functional description at the beginning of each template to choose the format most beneficial to the job description of the position under consideration.
- Once you have chosen the template most closely descriptive of your position, examine the competencies listed for appropriateness to your needs. You may also choose to review the complete list of competencies to see if any other statements reflect a direct need of your organization.
- When you are satisfied with your final list of job-related competencies, meet with your colleagues in the human resource department to develop plans for inclusion of the competency statements in the standard job descriptions.

Comments:

- It is important to note that domains within the competencies may have different levels of relevance to different positions. For instance, a program manager will have day-to-day responsibilities in the domain “Manage Programs and Resources”; however, if s/he does not supervise staff, the domain “Manage People” will have less relevance to daily job performance.
- NACDD templates for the epidemiologist and evaluator positions are designed to incorporate only those competencies specific to the practice of these disciplines within chronic disease. Discipline specific competencies also exist for these fields, and you may wish to refer to those competencies for additional components.
- Once you have completed the job description development process, and are ready to proceed to interviewing and hiring, be sure to refer to the NACDD Structured Interview Guide Planning Tool for additional resources.

TEMPLATE #1

Title: To be determined by user, based on title structure in the specific program/state.

Function: Responsible for oversight of all chronic disease programs within a given state.

Competencies:

- Facilitate integration between chronic disease programs and other state health-related programs (e.g., surveillance, oral health, maternal and child health, Medicaid, state employee health insurance, emergency service providers and planners).
- Interact effectively with other major sectors (including the healthcare industry, transportation, parks and recreation, education, private sector).
- Develop enough social capital and political savvy to navigate the appropriate organizational systems quickly.
- Use the media, advanced technologies, and community networks to communicate information.
- Identify and describe the roles of the key players on a national level.
- Participate in national work groups to facilitate effective implementation of chronic disease programs.
- Assess the impact of public policies, laws, and regulations on chronic disease prevention and control.
- Use policy as a tool in advancing chronic disease and control
- Influence policy through accurate, persuasive communications with the public, partners, health agency leaders, and policy makers.
- Use health economics concepts and language to present chronic disease programs in a convincing manner to appropriate audiences.
- Provide leadership to create key values and shared vision.
- Leverage resources.
- Create a culture of ethical standards within organizations and communities.
- Translate policy into organizational plans, structures, and programs.
- Identify policy agenda for state chronic disease programs.
- Identify individual and organization's responsibilities within the context of the Essential Public Health Services and core functions.
- Develop budget initiatives based on priorities to sell to decision makers.
- Oversee the development and implementation of a statewide chronic disease plan.
- Implement processes so that staff from multiple programs can identify underlying common goals and outcomes.
- Recruit, mentor and support a diverse interdisciplinary team.
- Promote team and organizational learning.
- Develop a plan for chronic disease information systems.
- Guide the translation of research into chronic disease programs and activities.

TEMPLATE #2

Title: To be determined by user, based on title structure in the specific program/state.

Function: Responsible for oversight of all programs within a categorical area within a given state.

***NOTE TO REVIEWERS:** We had initially intended to include competencies from the domain Design and Evaluate Programs in this job description; however, on closer review, I think those fit more closely with other job descriptions, and I omitted them here. Please look at the Design and Evaluate Programs domain to see if you agree, or if there are competency statements that should be included on this level.*

Competencies:

- Prepare and present the business case for chronic disease prevention effectively.
- Facilitate group interactions and decision-making.
- Work collaboratively with partners on data collection and interpretation.
- Use the media, advanced technologies, and community networks to communicate information.
- Provide leadership to create key values and shared vision.
- Facilitate integration among chronic disease programs.
- Leverage resources.
- Translate policy into organizational plans, structures, and programs.
- Identify policy agenda for state chronic disease programs.
- Identify individual and organization's responsibilities within the context of the Essential Public Health Services and core functions.
- Recruit and retain a diverse chronic disease workforce.
- Implement processes so that staff from multiple programs can identify underlying common goals and outcomes.
- Mediate and resolve conflicts effectively.
- Promote team and organizational learning.
- Support professional and personal development for chronic disease program staff.
- Navigate relevant fiscal systems effectively.
- Use program evaluation findings to improve program performance
- Apply principles of cultural appropriateness to program design
- Know program-specific content areas.

TEMPLATE #3

Title: To be determined by user, based on title structure in the specific program/state.

Function: Responsible for development, implementation, and evaluation of a specific categorical program in a given district or state.

Competencies:

- Use program evaluation findings to improve program performance.
- Select appropriate program and intervention activities.
- Identify and use public health data as a tool to develop and prioritize community-based interventions or policies for chronic disease.
- Apply principles of cultural appropriateness to program design.
- Apply cost-effectiveness, cost-benefit, and cost-utility analyses as appropriate.
- Identify a data analysis agenda for state chronic disease programs.
- Create and interpret logic models for chronic disease programs.
- Balance multiple tasks.
- Recruit, mentor, and support a diverse interdisciplinary team.
- Mediate and resolve conflicts effectively.
- Conduct performance appraisals and give guidance/feedback to staff regularly.
- Support professional and personal development for chronic disease program staff.
- Negotiate budgets and contract requirements/objectives with both funders and contractors.
- Motivate individuals and teams to achieve goals.
- Manage chronic disease programs within budget constraints.
- Set program goals and objectives of chronic disease programs.
- Monitor chronic disease program performance.
- Identify and assess potential funding opportunities.
- Balance needs, requirements, partnerships, work load, etc. for multiple projects/programs.
- Adhere to public health laws, regulations, and policies related to chronic disease prevention and control.
- Develop and justify a line-item budget.
- Assess an organization's implementation readiness, capacity, and effectiveness.
- Conduct internal and external needs and assets assessments to inform program planning.
- Apply current techniques in decision analysis and planning for chronic disease.
- Apply organizational theory to professional practice.
- Develop a plan for chronic disease information systems.
- Demonstrate critical thinking.
- Respond with flexibility to changing needs.
- Generate, share, and accept new ideas and incorporate them.
- Apply effective problem-solving processes and methods.

TEMPLATE #4

Title: To be determined by user, based on title structure in the specific program/state.

Function: Responsible for implementation and evaluation of a specific categorical program in a given district or state.

Competencies:

- Manage a team of professional staff effectively.
- Balance multiple tasks.
- Prioritize work responsibilities of self and staff.
- Practice effective time management.
- Match staff skills to tasks.
- Mediate and resolve conflicts effectively.
- Conduct performance appraisals and give guidance/feedback to staff regularly.
- Support professional and personal development for chronic disease program staff.
- Negotiate budgets and contract requirements/objectives with both funders and contractors.
- Manage meetings and conferences.
- Motivate individuals and teams to achieve goals
- Manage chronic disease programs within budget constraints.
- Navigate cooperative agreements with the CDC.
- Monitor chronic disease program performance.
- Adhere to public health laws, regulations, and policies related to chronic disease prevention and control.
- Provide technical assistance to partners, subcontractors and others as needed.
- Develop and justify an activity-based budget.
- Conduct regular and purposeful site visits with grantees.
- Articulate evidence-based approaches to chronic disease prevention and control.
- Articulate key chronic disease issues.
- Recognize and apply current relevant scientific evidence.
- Develop and adapt approaches to problems that take into account differences among populations.
- Apply ethical principles to the collection, maintenance, use, and dissemination of data and information.
- Discuss quantitative and qualitative evaluation.
- Identify relevant and appropriate data and information sources for chronic disease.
- Monitor and analyze chronic disease epidemiology and surveillance data to identify burden, trends, and outcomes.
- Guide the translation of research into chronic disease programs and activities.
- Know and apply the Chronic Disease Indicators.
- Discuss issues of data integrity and comparability.
- Define and interpret non-traditional data to address chronic disease prevention and control (e.g. transportation data, cigarette sales).
- Implement social marketing strategies.

TEMPLATE #5

Title: To be determined by user, based on title structure in the specific program/state.

Function: Responsible for implementation of program components in an identified categorical program in a given district or state.

Competencies:

- Manage chronic disease programs within budget constraints.
- Navigate cooperative agreements with the CDC.
- Monitor chronic disease program performance.
- Adhere to public health laws, regulations, and policies related to chronic disease prevention and control.
- Prepare proposals for funding from a variety of sources.
- Implement strategies for transition from planning to implementation.
- Provide technical assistance to partners, subcontractors and others as needed.
- Apply current techniques in decision analysis and planning for chronic disease.
- Conduct regular and purposeful site visits with grantees.
- Articulate evidence-based approaches to chronic disease prevention and control.
- Discuss the underlying causes and management of chronic diseases, including behavioral, medical, genetic, environmental and social factors.
- Articulate key chronic disease issues.
- Recognize and apply current relevant scientific evidence.
- Describe socioeconomic and behavioral determinants of health disparities.
- Explain relevant inferences from quantitative and qualitative data.
- Apply ethical principles to the collection, maintenance, use, and dissemination of data and information.
- Identify the factors that influence the delivery and use of public health programs and services.
- Know and apply the Chronic Disease Indicators.
- Explain basic clinical terms and etiology for chronic diseases.
- Maintain up-to-date knowledge on the development of genetic advances and technologies relevant to chronic diseases.
- Develop and justify an activity-based budget.

TEMPLATE #6

Title: To be determined by user, based on title structure in the specific program/state.

Function: Responsible for collection, analysis, and dissemination of relevant evaluation data and results. Facilitates use of data and results for program assessment and improvement.

Competencies:

- Use program evaluation findings to improve program performance.
- Identify and use public health data as a tool to develop and prioritize community-based interventions or policies for chronic disease.
- Develop evaluation plans for chronic disease programs and activities.
- Apply cost-effectiveness, cost-benefit, and cost-utility analyses as appropriate.
- Identify a data analysis agenda for state chronic disease programs
- Create and interpret logic models for chronic disease programs.
- Provide technical assistance to partners, subcontractors and others as needed.
- Explain relevant inferences from qualitative and quantitative data.
- Apply ethical principles to the collection, maintenance, use, and dissemination of data and information.
- Discuss quantitative evaluation.
- Identify relevant and appropriate data and information sources for chronic disease.
- Select and use appropriate data collection methods.
- Discuss issues of data integrity and comparability.
- Discuss qualitative evaluation.
- Define and interpret non-traditional data to address chronic disease prevention and control (e.g. transportation data, cigarette sales).
- Balance multiple tasks.
- Explain systems thinking and principles of systems change.

TEMPLATE #7

Title: To be determined by user, based on title structure in the specific program/state.

Function: Responsible for development, oversight, maintenance and reporting of data from surveillance systems for specific programs or programs.

Competencies:

- Establish and maintain linkages and/or partnerships with key stakeholders (including traditional, nontraditional, and academic partners).
- Interact effectively with other major sectors (including the healthcare industry, transportation, parks and recreation, education, private sector.)
- Communicate effectively orally for professional and lay audiences.
- Communicate effectively in writing for professional and lay audiences.
- Identify and use public health data as a tool to develop and prioritize community-based interventions or policies for chronic disease.
- Present accurate demographic, statistical, programmatic, and scientific information effectively for professional and lay audiences.
- Demonstrate critical thinking.
- Adhere to public health laws, regulations, and policies related to chronic disease prevention and control.
- Discuss the underlying causes and management of chronic disease, including behavioral, medical, genetic, environmental and social factors.
- Monitor and analyze chronic disease epidemiology and surveillance data to identify burden, trends, and outcomes.
- Influence policy through accurate, persuasive communications with the public, partners, and health agency leaders and policy makers.