

**Recommended Staffing Competencies
for
TPEP COORDINATORS 2019-2021**

NECESSARY COMPETENCIES FOR NEW/EXISTING STAFF

Build Support – Be able to:

- ❑ Establish and maintain partnerships (including traditional and non-traditional)
- ❑ Interact effectively with other agencies and sectors (including the health care industry, transportation, parks and recreation, education and business)
- ❑ Communicate effectively orally and in writing for professional and lay audiences
- ❑ Listen to others without bias, respect others' points of view and promote the expression of diverse opinions and perspectives
- ❑ Use effective collaboration strategies to build meaningful partnerships
- ❑ Use coalitions strategically to implement policy, systems, and environmental change
- ❑ Navigate organizational systems – identify points of contact, potential champions and decision makers
- ❑ Facilitate group interactions and decision-making

Design and Evaluate Programs – Be able to:

- ❑ Select appropriate interventions and program activities
- ❑ Design program using culturally-appropriate principles and values
- ❑ Create meaningful work and establish appropriate roles for partners

Influence Policy, Systems, and Environmental Change – Be able to:

- ❑ Use policy, systems and environmental change as the primary tools in advancing tobacco prevention, chronic disease prevention, early detection and self-management
- ❑ Influence policy, systems and environmental change through accurate, persuasive communications with the public, partners, health agency leaders and policy makers

Lead Strategically – Be able to:

- ❑ Think critically
- ❑ Be flexible to changing needs and priorities
- ❑ Provide leadership to create key values and shared vision
- ❑ Apply effective problem-solving processes and methods
- ❑ Translate policy into organizational plans, structures and programs
- ❑ Identify a policy agenda

Manage Program and Resources – Be Able to:

- ❑ Balance multiple tasks
- ❑ Prioritize work responsibilities of self and staff
- ❑ Practice effective time management
- ❑ Manage meetings
- ❑ Motivate individuals and teams to achieve goals
- ❑ Manage tobacco prevention program within budget constraints
- ❑ Set program goals and objectives.
- ❑ Balance needs, requirements, partnerships, work load, etc., for multiple projects

COMPETENCIES TO BE ACQUIRED FROM HPCDP TRAININGS

Build Support – Be able to:

- ❑ Prepare and present the business case for tobacco prevention, chronic disease prevention, early detection and self-management effectively
- ❑ Use the media, advanced technologies and community networks to communicate information effectively
- ❑ Develop social capital and political savvy
- ❑ Report successes and challenges

Design and Evaluate Programs – Be able to:

- ❑ Identify and use public health data as a tool to develop and prioritize community-based interventions or policies
- ❑ Understand systems thinking, the policy change process and theories of change
- ❑ Present accurate demographic, statistical, programmatic and scientific information effectively for professional and lay audiences
- ❑ Assess the impact of public policies, laws and regulations on tobacco and chronic disease prevention, early detection and control
- ❑ Use health economics concepts and language to present chronic disease prevention, early detection and self-management in a convincing manner to appropriate audiences

Influence Policies and Systems Change – Be able to:

- ❑ Articulate risk of disease effectively
- ❑ Articulate the impact of the tobacco retail environment (including marketing) on community health

Lead Strategically – Be able to:

- ❑ Leverage resources
- ❑ Oversee the development and implementation of a prevention, early detection and self-management program

Manage Program and Resources – Be able to:

- ❑ Mediate and resolve conflicts effectively
- ❑ Support professional and personal development
- ❑ Implement strategies to transition from planning to implementation
- ❑ Assess an organization's implementation readiness, capacity and effectiveness
- ❑ Adhere to public health laws, regulations and policies related to tobacco prevention, chronic disease prevention, early detection and self-management.
- ❑ Develop and justify a line-item, activity-based budget.

Use Public Health Science – Be able to:

- ❑ Articulate evidenced-based approaches for tobacco prevention, chronic disease prevention, early detection and self-management
- ❑ Generally describe the underlying causes of tobacco use and chronic disease, including behavioral, medical, genetic, environmental and social factors
- ❑ Articulate key tobacco prevention, chronic disease prevention, early detection and self-management issues
- ❑ Develop and adapt approaches to problems that take into account differences among populations
- ❑ Refer to relevant and appropriate data and information sources for tobacco prevention, chronic disease prevention, early detection and self-management