**Health Promotion Specialist**

**INTRODUCTION**

Douglas Public Health Network is seeking applications for one full-time Health Promotion Specialist for a grant-funded position to perform a wide range of policy development, education, and community outreach duties with emphasis on the Tobacco Prevention and Education Program.

The successful candidate is skilled in building partnerships, designing and evaluating programs, influencing policies, leading strategically, managing programs and resources, and understanding approaches for best practice policy, system changes and program infrastructure. Activities include community assessment, program planning, community mobilization, and implementation and evaluation of program effectiveness. Plans, implements and evaluates the educational components of the tobacco prevention program toward the fulfillment of program goals and objectives.

**PRINCIPAL DUTIES**

1. Collects, monitors and analyzes data on significant health issues, trends and problems of Douglas County citizens.

2. Assists in developing and coordinating community health profiles, or assessment of the most significant community health trends resulting in preventable disease and premature deaths.

3. Explores and develops grant opportunities to fund various health promotion activities that meet the needs of the community.

4. Coordinates culturally appropriate community health promotion and prevention projects to promote increased citizen health awareness and status.

5. Prepares culturally appropriate health education/information materials in a variety of media.

6. Participates in outreach activities to enhance community awareness of health issues, and engages the community in developing and implementing individual and collective actions

7. Serves as a health information resource contact for community inquiries. Knowledge of community needs, statistics, and resources are needed to relay accurate information and make informed referrals.

8. Conducts outreach to increase awareness about and access to needed public health services.

9. Helps to develop marketing and advertising for public health programs.

10. Plans and participates in local, regional, and state public health promotional and training opportunities.

11. Engages extensively with the community to plan, lead, and facilitate appropriate interventions and programs in response to assessments and investigations.

13. Performs other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THIS POSITION**

**Knowledge:** Microsoft Office, PowerPoint, Internet research and use of electronic databases using a computer. Knowledge of local demographics. Understanding of local government policies and procedures. Demonstrated ability to build relationships in the community and coalitions. Effective oral and written communication skills, especially with diverse populations. Knowledge of local cultures with the skill to interpret and explain policies and procedures. Policy analysis and development preferred

**Skill:** Requires a high level of skill and knowledge base in public health, health education, health promotion, disease prevention, data collection and analysis, and community organizing. Experience in public speaking, preparing and then presenting in front of an audience, community education, or outreach setting. Experience using social media for promotion. Experience researching grants and locating funding opportunities.

**Abilities:** Work with diverse populations and provide culturally appropriate information. Ability to plan and move toward the completion of identified goals, to prioritize projects, to balance workload, and stay attuned to ongoing requirements. Work within a set budget and collaborate with the public health team. Often requires the ability to work independently, be self-motivated and innovative to assure the completion of tasks before critical deadlines. Ability to develop and maintain partnerships, interact and work harmoniously with others and to use tact, discretion, and judgment in dealing with the public, other departments and agencies is essential. This position requires the ability to teach and motivate others, communicate appropriately and effectively, and use a high level of interpersonal communication skills.

**Education, experience and training**:  Bachelor’s degree in public health, health education, health promotion, public administration, public policy, or health related field OR a satisfactory equivalent combination of education, experience and training. Experience in research, data collection, and focus group facilitation is preferred.

 ICS 100, 200, 700 and 800 certifications are required within one year of hire.

**SUPERVISORY CONTROLS OF THIS POSITION**

Work is performed under the guidance of the Program Manager of DPHN.  The employee works independently in administering a complex area of responsibility and confers with supervisor for professional advice.  Work is accomplished within a broad framework.  Periodic reviews of work performance are conducted in terms of expected results.

**GUIDELINES**

Work is performed within departmental policy and procedures, federal, state and county statutes, rules, regulations and ordinances; established professional practices, county and state contracts, and personnel rules.  Employee uses discretion in applying general goal and policy statements, in development of recommendations, policies and procedures, and in resolving program problems.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Regular and consistent attendance is required. This is a full time, 1 Full Time Equivalent position that will work 40 hours per week; Hours of operation are Monday through Friday 8:00am-5:00pm; exact schedules are assigned by management. Weekends and evening work may be required. Duties generally performed in an office environment; hearing voice conversation, keyboarding, bending, lifting to 34 pounds, sitting, standing and walking.  Must have an available vehicle, an acceptable driving record, and be properly licensed and insured to operate a vehicle in the State of Oregon.

Thorough background check is required including criminal history and federal exclusion list checks. Medicaid and Medicare Exclusion Lists are searched twice/year. Employee loses eligibility for employment if on the List of Excluded Individuals and Entities (LEIE) and/or System of Award Management (SAM).

This position is required to participate in emergency preparedness training and exercises and report for duty in a disaster. Requires normal physical mobility with extended driving, standing, walking, and stooping as major activities while in the field. Employee must be aware of various work environments and safety issues. Employee is expected to respond to emergency situations and may be exposed to hazardous conditions.

I have received a copy of the attached job description. I have reviewed and understand the position requirements. If I have questions or require further clarification concerning any of the above duties and responsibilities, I will ask my supervisor and/or the Executive Director.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_

**Authorized by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_