

SHAWNEE COUNTY, KANSAS
Position Description
Health Promotion Specialist

POSITION NUMBER: HA1227

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position, in cooperation with Shawnee County Health Department (SCHD) personnel, volunteers and grant subcontractors; builds relationships and implements grant strategies with community-based organizations, worksites, healthcare providers and policy makers based on SCHD strategic principles and the Community Health Improvement Plan. This position assists in planning, organizing and implementing effective policy, systems and environmental change interventions; health promotion and education programs through grant initiatives such as the Chronic Disease Risk Reduction (CDRR) by providing education to related staff and partners while working cooperatively with Community Health Outreach and Planning (CHOP) staff, local, state and federal officials. Performs other duties as required. This position is supervised by the Health Promotion Coordinator.

WORK PERFORMED

- 60% Program Support.** Provides program support with all agencies and subcontractors involved in the CDRR and other applicable grant initiatives. Assists in the development and implementation of grant work plans as directed by the CHOP Division Manager and Health Promotion Coordinator. Presents information and reports to community partners as required. Collaborates with other health and social service agencies in the community in an effort to improve the overall health status of the community. Assists in performing assessments to determine the effectiveness of health policy strategies. Assists with the maintenance and distribution of SCHD health information materials in the community. Assists in the preparation and editing of health information materials. Assists with maintaining library of printed and audiovisual materials. Assists with grant preparation and reporting as applicable.

- 30% Outreach and Educational Activities.** Plans and develops internal and external health and wellness presentations, educational displays and workshops for audiences of varied ages, education and professional backgrounds. Conducts presentations and workshops for the community to educate and inform on public health-related issues and SCHD programs and services. Includes traveling to offsite locations to conduct presentations, staff health fairs and workshops, as well as flexible scheduling of events to accommodate requests from the public.

- 10% Program Analysis And Reporting.** Ensures monthly and quarterly program and financial reports are received from all subcontractors in accordance with grant guidelines. Analyzes these reports for accuracy and adherence to grant standards. Compiles and analyzes program and financial information and submits reports to KDHE according to an agreed upon schedule related to assigned grant work plans. Establishes outcome measures and monitors compliance of assigned grant work plans.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Public health theory, practice and administration.
- Evidence-based public health practices.
- Principles of social/policy change or community change.

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Ability to:

- Establish, develop and maintain working relationships with clients, co-workers, community agencies, professional groups and the general public.
- Ensure successful implementation of CHOP program work including but not limited to quality of life/place, social determinants of health, prevention strategies and worksite wellness.
- Work a flexible schedule to accommodate requests for presentations from the public and be willing to travel as needed to accommodate the requests.
- Communicate effectively, both orally and in writing, using the English language.
- Present information clearly and accurately before small and large audiences.
- Demonstrate basic computer skills and have the ability to learn and utilize updated computer applications.
- Demonstrate initiative in planning, conducting and promoting SCHD programs and services.

Skills:

- Proficient using computer software: Microsoft Word, Excel, and Outlook.
- Proficient in analytical thinking, problem solving, and decision making.
- High level of accuracy and attention to detail.
- Proficient utilizing interpersonal and team building skills.

PHYSICAL REQUIREMENTS

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching		X			Sitting				X	Driving		X		
Pushing/Pulling		X			Bending		X			High Elevation	X			
Climbing	X				Reaching		X			Unprotected Heights	X			
Throwing	X				Lifting		X			Around Moving Machinery	X			
ARMS					Carrying		X			Driving Automotive Equipment		X		
Reaching		X			Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting			X		Twisting		X			Cramped Body Position	X			
Pushing/Pulling			X		Squatting		X			Sustained Positions	X			
Carrying			X		Turning		X			Noise Levels (Excessive)	X			
Throwing	X				LEGS/FEET					Electrical Hazards	X			
EYES					Walking			X		Slippery Surfaces	X			
Near Vision			X		Standing			X		Work Above Ground	X			
Far Vision		X			Sitting				X	Work Below Ground	X			
Color Vision				X	Carrying		X			Irregular Surfaces	X			
VOICE					Climbing	X				Moving Objects	X			
Talking				X	Jumping	X				In High Volume Traffic		X		
EARS					Turning		X			Exposure to Marked Changes in Temperature and Humidity				
Hearing				X	Lifting		X				X			

EQUIPMENT USED

Personal Computers Fax Machine Photocopiers Scales
Printers Projectors Multi-Line Phone

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MINIMUM QUALIFICATIONS

- Bachelor’s Degree from an accredited college or university. Preferred major in Health Promotion, Health Education, Public Health, Community Health, Health Science, or related field.
- Five (5) years of relevant, related experience may be substituted for the required education. If experience is substituted for the required degree, a High School Diploma or GED Certificate is required.
- Valid Driver’s License and able to operate a County-owned vehicle (HR-2013-2).
- Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

- After a conditional offer of employment, the applicant is required to pass a pre-employment physical/drug screen and a review of driving record.
- Required to lift up to thirty (30) pounds.
- Required to complete National Incident Management System (NIMS) 700 and Incident Command System (ICS) 100-200 within six (6) months of employment.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee’s Signature / Printed Name

Date

Administering Supervisor’s Signature / Printed Name

Date

Appointing Authority’s Signature / Printed Name

Date

Created: 02/11
Revision History: 06/26