



UMATILLA COUNTY POSITION DESCRIPTION



Department: UCo Health
Position Title: Public Health Education
Specialist- Community Health
Educator

Employee Name: _____

Effective Date: _____

Job Series: Public Health Education Specialist **Salary Range:** 25
Union Covered: Yes **BOLI Exempt:** No

GENERAL DESCRIPTION OF POSITION

The Public Health Education Specialist facilitates evidence-based public health education curricula in the areas of health promotion and chronic disease prevention. Develop unique, evidence-based education interventions and audience-appropriate curricula as needed. Responsibilities include leadership, program coordination, training implementation, and technical assistance to various schools and community partners. Work to protect and improve the health of Umatilla County residents through prevention and education.

SUPERVISORY RELATIONSHIPS

The Public Health Education Specialist is a member of the Community Health Team. This position works under the direct supervision and assignment of the Community Health Supervisor. Supervision of employees is not a responsibility of this position but may oversee the work of other team members, students, and volunteers.

PRINCIPAL DUTIES OF POSITION

- Prepare and present effective oral presentations and trainings to the schools and community (EE)
- Be able to research and review evidence-based and reliable resources and curriculum. (EE)
- Work to support UCo Health and Community Health Team objectives. (EE)
- Participate as an active member in applicable networks, such as Eastern Oregon Regional Support Network (EE)
- Complete workplans and reporting processes for addiction prevention and problem gambling prevention programs (EE)
- Deliver or facilitate delivery of overdose response training to law enforcement agencies, community partners and other interested community members (EE)
- Coordinate assessment of community readiness to receive public health interventions utilizing the Community Readiness Assessment Model (CRAM) (EE)
- Respond to and, if appropriate, fulfill education requests (EE)
- Assist with grant applications and the acquisition of funds for approved project proposals. (EE)
- Submit written plans in a timely manner and in conformance with any authorizing agency requirements; prepare minutes, agendas, memos, correspondence and narrative reports as may be required. (EE)
- Assist in outreach to hard-to-reach populations to obtain input for health planning activities and in increasing the UCo Health’s level of cultural competency as an organization (EE)

- Participate in occasional after hours or weekend events as needed to include health fairs, community clinics, and public health emergencies. (EE)

OTHER DUTIES OF POSITION

- Actively promote the mission of the department and advancement of the strategic plan. (EE)
- Refer community members to other community services and linking to health resources as needed. (EE)
- Accreditation duties: actively participate as an accreditation team member, maintain a basic knowledge of Quality Improvement (QI) based on the Plan-Do-Check-Act (PDCA) model, and actively serve on QI teams and/or identify processes for improvement, as assigned. (EE)
- Utilize media to enhance resources for community projects. (EE)
- Other duties as may be assigned. (EE)

REQUIREMENTS FOR POSITION

Minimum Requirements:

- Bachelor degree in public health, natural sciences, nursing, or related fields from an accredited program
- 1+ years teaching or public speaking experience
- Ability to be intuitive, work independently, and as part of a team.
- Possess good verbal and written communication skills.
- Possess a valid Oregon driver's license with a satisfactory driving record.
- Obtain current certification in cardiopulmonary resuscitation (CPR) within 12 months of hire (offered through UCo Health).

Preferred Qualification:

- Master's degree from an accredited program
- Trained facilitator of one or more evidence-based public health education curricula
- Curriculum development experience
- Bilingual in Spanish

* This position under State of Oregon mandates is required to provide proof of full vaccination or have an approved medical or religious exception as a qualification of employment. This requirement must be met by October 18, 2021, or prior to commencement of employment whichever is later.*

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

TOOLS AND EQUIPMENT USED

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature/Date