



# JOB DESCRIPTION

<i>Title</i>	<b>Health Promotion Specialist II</b>			
<i>Department</i>	Public Health		<i>Job Class</i>	A 15 3
<i>Driving Required</i>	Yes		<i>Safety</i>	No
<i>Labor Union</i>	AFSCME Local 2746 Courthouse/Roads		<i>FLSA</i>	Non-Exempt
<i>Created</i>	August 2021	<i>Reviewed</i>	May 2023	<i>Revised</i> May 2023

## ***Purpose***

Under the direction of the health promotion manager, performs health promotion and disease prevention activities including community outreach, education, mobilization, and implementation of program goals and effectiveness.

Researches, develops, and monitors grants that address prevention and related chronic disease. Develops and implements policy systems and environmental change strategies that focus on best practice health promotion. In addition to the core functions and responsibilities of Health Promotion Specialist I, the actions of this position should guide the county's health promotion and disease prevention initiatives.

## ***Essential Functions***

A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Lead pro-health training programs, develops presentations, and facilitates workshops.
- Responsible for the implementation of pro-health education classes at schools or other community sites.
- Participate in health fairs and other community events and awareness campaigns to provide pro-health messages.
- Identify and employ appropriate methods for the design, implementation, and evaluation of public health programs and policy solutions.
- Uses established or develops quantitative and qualitative data collection procedures to thoroughly analyze, interpret, summarize, and present on critical metrics pertaining to public health (e.g., community health assessments).
- Conducts epidemiologic investigations of health events using relevant qualitative and quantitative data.
- Contribute to the development and administration of program budgets, maintain programs within budget constraints, and develop strategies for determining budget priorities.
- Identify and secure grant opportunities that support public health initiatives.



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- Develop and maintain partnerships and collaborations as a liaison between departments and other community agencies, coalitions, groups, and organizations from local to regional levels to advance public health best practices, and implement media advocacy for program and policy development.
  - Develop and foster professional working relationships with decision makers, elected officials, and key stakeholders to advocate collaborative efforts for public health policy development and implementation.
  - Develop and implement program and organizational performance standards and public health programs and interventions.
  - Write work plans in accordance with best practices, document all program activities as required, and submit program reports and records according to established deadlines, detailing material and physical inventory
  - Assist with implementation and enforcement of public health laws, regulations, and policies related to specific public health programs.
  - Implement, and monitor community health assessments that identify community health issues, needs, assets, and priorities.
  - Ability to integrate models of justice, equity, diversity, and inclusion (JEDI) into all work tasks and programming.
  - Attend training, seminars, workshops, and classes to achieve required credentials and continuing education, and attend occasional out-of-town trainings and conferences as directed by management.

## ***Education and Experience***

Bachelor's degree from an accredited college/university with major course work in health education, health promotion, public administration, public policy, or related field and three years' experience as an educator or in any other professional employment related to the development and promotion of health programs

Minimum of two years' experience conducting community outreach, organizing, or public health education work, or any satisfactory equivalent combination of expertise and training which demonstrates the ability to perform the duties described above.

Must possess and maintain driving privileges in the state of Oregon.

## ***Knowledge, Skills and Abilities***

Knowledge of:

- Building partnerships and program infrastructure.
- Understanding of approaches for best-practice policy and system changes.

Ability to:

- Communicate effectively, both verbally and in writing, in a variety of formats, environments, and audiences, including the media.
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- Work autonomously with minimal supervision and to make independent decisions in accordance with established policies and procedures.

Skills to:

- Consistently demonstrate strong organizational skills and the ability to meet required timelines.

## ***Desired Qualifications***

Master's degree in public health or related graduate degree. Certified Health Education Specialist (CHES); Certified Prevention Specialist. Proficiency in oral and written Spanish.

## ***Physical Demands***

Physical demands involve moving materials and carrying books and files weighing up to 20 pounds. Occasionally moving equipment weighing up to 40 pounds. Must be able to stand and sit for periods of up to two hours at a time.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

## ***Working Conditions***

Professional office working environment which requires teamwork, cooperation, positive communication, and safe work habits. Must be available to conduct educational outreach and attend community events after normal business hours.

## ***Supervision Exercised and Received***

Reports to the Deputy Public Health Director. May provide on-the-job training and orientation to employees serving in the Health Promotion Specialist I position.