



JOB DESCRIPTION

<i>Title</i>	Health Promotion Specialist I			
<i>Department</i>	Public Health		<i>Job Class</i>	A 14 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>	Oct. 2013	<i>Reviewed</i>	June 2023	<i>Revised</i> June 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.

Assists with policy systems and environmental change strategies that focus on best-practice health promotion. Fosters collaborative relationships between multi-disciplinary organizations and other key stakeholders. The actions of this position should increase public involvement, educating and influencing the adoption of healthy best practices policies which contribute to increased health equity options for the county's residents.

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.

- Provide pro-health training, presentations, and facilitate workshops.
- Assist in the implementation of pro-health education classes at schools or other community sites.
- Maintain program materials inventory and physical inventory for events, awareness and prevention campaigns, and similar events.
- Work closely with Health Promotion Specialist II to support a variety of public health prevention and promotion programs and initiatives.
- Assist in the analysis and evaluation of key programs through quantitative and qualitative data collection. Analyze and summarize data findings to develop material to be used in evaluating current programs and to help identify the need for additional programs.
- Monitor program and organizational performance standards and public health programs and interventions. Document all program activities as required and assist Health Promotion Specialist II in submitting program reports and records according to established deadlines and detailing material and physical inventory
- Act as county representative and liaison to other agencies at local, state, and regional meetings, health fairs, and other community events.
- 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. Attend occasional out-of-town trainings and conferences as



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directed by management.

Education and Experience

High school diploma and one year of experience in public health, education, promotion, disease prevention, or any other professional employment related to the development and promotion of health programs.

Experience conducting community outreach, organizing, 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:

- Basic understanding of the principles and practices of health promotion, education, and disease prevention.

Ability to:

- Communicate effectively both verbally and in writing, in a variety of formats, environments, and audiences, including the media.

Skills to:

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

Desired Qualifications

Bachelor's degree or higher in health education, promotion, or related field. Proficiency in oral and written Spanish.

Physical Demands

Physical demands involve moving materials, carrying books and files weighing up to 20 pounds. Occasionally move 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 working office 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

Supervision is not a responsibility of this position.