



JOB DESCRIPTION

Title	Health Promotion Supervisor	Created	3/2024
Department	Public Health	Revised	
Job Class	M 5	Safety Sensitive	Yes
Labor Union	Unrepresented	FLSA	Exempt

Purpose

Under the direction of the Clatsop County Public Health Director and Deputy Director, this position supervises the health promotion programs and staff within Public Health. Performs administrative, management, and training duties. Collaborates and cooperates with Oregon Health Authority in maintaining and improving health promotion and disease prevention services. Works with the community to assess and coordinate programs. Serves as part of a multi-disciplinary supervisory team. Performs health promotion specialist duties as needed.

Essential Functions

- Assess the public health needs within the community and appropriate groups. Plans and develops programs with a primary focus on disease prevention and health promotion.
- Supervises health promotion specialists, WIC, and other assigned staff. Supervisory duties include scheduling and directing work, coaching, appraising performance, and providing consultation to staff. Works with Public Health Deputy Director and Human Resources to recruit and onboard new employees.
- Apply an equity lens to health promotion and disease prevention initiatives
- Participates as a member of the Department Management Team, coordinates across teams and consults and guides Team in health education and disease prevention best practices.
- Analyzes services and health data, including the social indicators of health, and incorporates results into program planning and implementation. Participates in strategic planning, including evaluation of activities, documenting results and changes in program operations.
- Establishes standards and directs health promotion and disease prevention practices to ensure high quality professional service and compliance with industry ethics and standards.
- Participates in the development of departmental and program policies and procedures.
- Provides staff development, ongoing training resources, in-service education programs for assigned staff, individual guidance, performance evaluation, and other staff development techniques.
- Maintains records and required data collection systems for project and ensures timely completion of required reports.



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- Serves on a multi-disciplinary management team to assist in planning and development of an integrated service system.
 - Works to plan with other community health providers and agencies to exchange information.
 - Prioritizes services and allocates staff accordingly.
 - Participates in budget, grant preparation, and expenditure monitoring.
 - Represents Clatsop County Public Health to community groups, agencies, and the media. Provides education to the community on public health issues.
 - Administers and supervises assigned staff including but not limited to alcohol and other drug prevention, problem gambling prevention, suicide prevention, tobacco prevention, overdose prevention, health equity, and WIC.
 - May represent the Public Health Deputy Director and/or Director in their absence.
 - Performs related duties as required.

Additional Functions

- In the event of a declared emergency by the Board of County Commissioners, the employee is subject to a temporary emergency assignment according to the Emergency Management Plan, for which prior preparation or cross-training may occur. The employee will return to their regular assignment upon the vacation of the declaration of emergency.

Mandatory Qualifications

- Bachelor's degree in health education/promotion, public health, community health, or related field AND two years of experience in management or supervisory roles OR an equivalent combination of education, training, and experience.

Requested Qualifications

- Effective communication skills and ability to adopt an equity lens to serve diverse populations
- Certified Prevention Specialist (CPS), Certified Health Education Specialist (CHES), or related specialty
- Master's degree in health education/promotion, public health, community health, or related field
- Bilingual in Spanish and proficiency with intercultural communication, including the ability to read, write, and speak Spanish

Knowledge, Skills and Abilities

- Thorough knowledge of health promotion and disease prevention principles and practices
 - Familiarity with project planning, prioritization, implementation and evaluation, including the use of the Strategic Prevention Framework or other strategic planning models
 - Understanding of justice, equity, diversity and inclusion and how to apply to health promotion and disease prevention strategies and community work
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- Ability and experience with grant proposal writing, reporting, and budgeting techniques
- Knowledge and experience of supervision and training including the ability to plan, train, schedule, and evaluate the work of others
- Ability to develop cooperative relationships with a wide range of individuals, groups, and representatives within the Department and community.
- Ability to communicate effectively, (both written and oral)
- Skilled at group and meeting facilitation and public speaking
- Skilled at remote and virtual meeting platforms and other applications required to perform duties.
- Possess the physical capacity to interact with the public and to develop and maintain effective working relationships and perform various outreach efforts with staff, community, state partners, and other agencies.
- Ability to analyze, interpret, and effectively share data

Physical Demands

Occasional lifting up to 25lbs. Position does require standing, walking, climbing stairs, driving, virtual meetings, and sitting for long periods.

Working Conditions

Typical office working conditions as well as regular community work. Requires travel within state and county, shared on-call duty after hours and weekends that may require an immediate response, occasional evening meetings and weekend work, and some overnight training outside the county.

Supervisory Responsibility

Direct supervision of no more than ten Health Promotion Specialists I/II, Program Assistants, and other staff assigned to the health promotion team. Participate in the selection of new employees, provide training, and evaluate performance.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

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