



# Job Description

## Community Health Specialist 1

**Salary Range:** \$53,448 - \$68,640 Annually

**Location:** Colville, WA

**FLSA Status:** Non-Exempt

**Division:** Community Health

**Full-Time Equivalency (FTE):** 100%

**Reports To:** Community Health Director

**Closing:** Open until filled

**1<sup>st</sup> Application Review Date:** January 19, 2021

**2<sup>nd</sup> Application Review Date:** February 8, 2021

### **Summary:**

This is an entry level position under the supervision of the Community Health Director. Individuals in this position are responsible for providing community health services to members of the public through multiple programs conducted at Northeast Tri County Health District. Individuals in this position support the implementation of prevention strategies, community health promotion programs, and policy development efforts. The work involves considerable individual client contact managing referrals to community programs and resources, and extensive contact with community groups and organizations to implement programmatic initiatives. Community Health Specialists work requires effective collaboration with clients, community members and coalitions, businesses, schools and other organizations, and outreach community events. This position also requires the ability to instruct individuals and groups in preventative health and disease control.

### **Program Activities:**

The following program activities and responsibilities may be covered under this job classification and are considered essential functions of the position:

- Communicable Disease
- Disease Outbreak Investigation/Control
- Public Health Emergency Planning and Response

### **Essential Functions of the Job**

- Develop, facilitate, and support community partnerships to promote the health of the population.
- Solicit community-based input from individuals and organizations and gather information that will inform development of public health policy and programs.
- Provide and organize community education and convey public health information using a variety of approaches.
- Recruit and support community members for engagement in coalitions, work groups, advisory groups, and public health initiatives.

- Provide administrative support, resources and technical assistance to community organizations regarding public health programs and issues.
- Provide information and engage community partners in use of best and promising practices.
- Identify mechanisms to monitor and evaluate department and community-based public health programs for effectiveness and quality.
- Participate in department and community-based public health program planning processes.
- Complete, track and report contract and grant deliverable activities for various department and community-based public health programs.
- Develop information, educational marketing, or outreach materials for department and community-based public health programs.
- Perform client intake and history for a variety of Health District programs.
- Conducts investigations, case finding and epidemiological investigation of communicable disease; entry of information into state system.
- Participate in communicable disease outbreak investigation and control.
- Participate in providing community health services in response to public health emergencies.
- Perform all work tasks and interpersonal communications in alignment with Northeast Tri County Health District's Personnel Policies.
- Ability to protect the privacy and security of protected health information as defined by State and Federal HIPAA law.

This classification involves extensive interaction with a diverse population of clients; federal, state, and local governmental agencies; business and facilities; medical personnel; community-based agencies; and department personnel to conduct essential functions of community health. Duties include the application of public health principles and practices, and the development of effective working relationships utilizing tact, diplomacy, and sensitivity when communicating in person or in writing.

An employee assigned to this classification will work under the close supervision of the Division Director and other supervisory staff. Well-defined directives and procedures directly cover the work; strict conformance is required. Work assignments are both general and specific in nature and are received in both verbal and written form. Instructions received define overall objectives, with minimal specificity regarding how to proceed with assignments, however, the Division Director and supervisory staff are available for consultation. Unusual problems or situations are mutually discussed with the Division director or supervisory staff, depending on the situation.

This is a "summary" of the duties and responsibilities commonly found within this classification. It is not meant to be all-inclusive, thus, other related activities or tasks may be assigned.

**Qualifications:**

- **Education**
  - Bachelor's degree in any public health, social or health science field or related field required.
- **Experience**
  - Two years of work experience in health or social sciences or related field preferred.

**Required Certifications and Licensure:**

- Valid Washington State driver's license (or ability to obtain within 30 days).
- Current auto insurance.

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

- Knowledge of community health programs and services, including the ability to implement and assess effectiveness.
- Knowledge of community health data and the use of data to educate community members
- Ability to provide education and health counseling to patients, families, and the community.
- Ability to establish and maintain effective working relationships with a diverse client population.
- Ability to communicate effectively both orally and in writing with tact, diplomacy, and sensitivity.
- Excellent public speaking, able to present complex ideas across a spectrum of education levels.
- Strong interpersonal skills to develop and maintain lasting relationships with community partners.
- Skilled at facilitating small and large groups through collaborative and deliberative processes.
- Knowledge of modern media methods for communicating with the public.
- Analytical skills to assess and identify problems and develop logical/effective solutions. Resourcefulness to find new ways to address community health issues.
- Be non-judgmental towards community members, their lifestyles, and their families/friends
- Ability to provide patient education, care, or referral for communicable disease and a variety of related health issues as directed.
- Skill to coordinate/implement specific outreach strategies for reaching individuals in need of screening and/or services.
- Ability to gather and compile client information for database input.
- Understanding of how to maintain client and family charts including updating files.
- Completes time sheets for program service and cost allocation.
- Attends regular staff meetings, trainings, workshops as required.
- Communicates with agencies to be aware of resources and current programs available.
- Ability to work in a fast-paced environment independently by multi-tasking, demonstrating attention to detail through use of problem solving and effective time management skills.
- Ability to prioritize workload and adapt to changes in workload and assignments.
- Ability to communicate effectively both orally and in writing with tact, diplomacy, and sensitivity.
- Friendly, cooperative manner and a good team spirit.
- Computer literacy. To perform this job successfully, an individual should have knowledge of Microsoft Products such as Word, Excel, Outlook, PowerPoint, Publisher, and Access. In addition, an individual must have the ability to learn software used at the Health District.
- Other duties as required.

### **Work Environment and Physical Demands:**

- Indoors, sedentary up to 8.5 hours/day sitting or standing.
- Outdoors, up to 0 hours/day walking, standing or driving.
- Up to 8.5 hours/day keyboarding or typing at a computer terminal.
- Ability to drive in various climates (rain, snow, wind, sun, mud, varied air quality levels, extreme temperatures heat/cold, etc.).
- Ability to navigate sites (uneven ground, climbing up/down stairs, etc.) on an occasional basis.
- Communication skills to interact effectively with people.
- Comprehend and process verbal communication.
- Ability to maintain composure in stressful situations.
- Visual acuity to read and write.
- Ability to discern colors, odors and sounds.
- Ability to lift, push, pull, or carry up to 40 pounds on a regular basis.
- Ability to bend, twist, stoop on a regular basis.
- Ability to type, file, and complete forms.

**Work Schedule:**

This position is nonexempt and is overtime eligible based on the provisions listed in the Fair Labor Standards Act (FLSA). The regular workweek is 37.5 hours, Monday through Thursday 7:30am – 4:30pm, Friday 7:30am – 11:00am. Overtime or adjustments to normal working hours may be required to accomplish the essential functions of the job.

**Travel:**

- Travel, primarily within the jurisdiction of NETCHD and within the state, is required to attend meetings, visit other NETCHD offices, attend conferences, and seminars.
- A NETCHD vehicle will be provided for use. However, as a condition of employment, employees may be required to utilize their private vehicles in the performance of their duties but will be reimbursed for mileage.

**Emergencies:**

When public health responds to an emergency you may be assigned duties that are outside your regular job description. This may involve responding at any time, including nights and weekends, with possible deployment to locations other than the department.

**Necessary Special Requirements:**

- The selected candidate will be required to successfully pass a background check.
- The selected candidate will be required to successfully pass an acceptable driver's abstract.
- Ability to obtain or provide documentation of required immunizations.
- Employees are required to adhere to OSHA/WISHA guidelines including but not limited to completing their mandatory trainings on time.
- Upon hire the selected candidate must obtain appropriate certifications and credentials within the specified time frame. During their employment at NETCHD they will be responsible for maintaining those credentials and certifications upon renewal.

**Application Process:**

Candidates who wish to be considered for this position must complete the online application at [www.netchd.org](http://www.netchd.org) and include the below items:

- Cover letter
- Resume
- Supplemental questions
- Any relevant supporting documents

For more information about the application process or the position please contact Jessie Roth, Systems Manager at [jroth@netchd.org](mailto:jroth@netchd.org) or 509-563-8011.

## **Benefits Summary:**

Northeast Tri County Health District offers a variety of affordable benefits for full-time and part-time employees including medical, dental, and vision coverage. Medical, dental, and vision coverage is effective immediately if the employee starts on the 1<sup>st</sup> business day of the month, otherwise benefits will be effective the 1<sup>st</sup> of the following month.

**Medical Insurance:** For employees with an FTE of .80 or greater, the Health District will provide a contribution towards their medical premiums. Employees with an FTE between .55 and .80 will receive a pro-rated contribution. The amount is based on the current contribution rate. Coverage is provided through Regence BlueShield/Asuris Northwest and employees will have the option to select a low deductible plan or a HDHP.

**Dental Insurance:** Dental coverage is included when a medical plan is selected and will be paid by the employee. Dental coverage is provided through Willamette Dental or Delta Dental of Washington.

**Vision Insurance:** Vision coverage is included when a medical plan is selected and will be paid by the employee. Vision coverage is provided through Vision Service Plan (VSP).

**Life Insurance:** The Health District participates in an employer paid Basic Life/AD&D Plan that provides a \$40,000 benefit for employees and a \$1,000 Basic Life/AD&D for a registered domestic partner or dependents. Additional affordable voluntary, registered domestic partner, and dependent life insurance is also available.

**Employee Assistance Program (EAP):** The Health District provides all employees, household members, and dependents up to age 26 use of the Employee Assistance Program.

**Retirement:** Eligible employees participate in the Public Employees Retirement Systems (PERS) program. Selecting from two different plan options, PERS 2 or PERS 3. You may also elect to enroll in the Deferred Compensation Program (DCP), a tax-deferred supplemental savings program.

## **Additional Benefits:**

- Paid annual leave (accrual based on years of employment). The monthly accrual is credited at the end of each month. \*
- Paid sick leave \* (7.5 hours per month)
- Paid holiday's \* (10 per calendar year)
- One paid personal holiday per year \*
- \$50 contributed to a Health Reimbursement Arrangement (HRA) monthly
- Wellness program

\*Annual, sick, holiday, and personal leave are pro-rated for part-time employees.