



Internal Employment Opportunity

Kittitas County, Washington

POSTED: 12/18/14

CLOSES: 1/2/15

HEALTH PROMOTION SUPERVISOR

The current vacancy in Public Health is a full-time, non-union, exempt position with benefits expected to begin as soon as possible. Any current employee who meets the qualifications stated below may apply.

SALARY RANGE: \$4053 - \$5339 per month

ESSENTIAL FUNCTIONS:

Develop and direct the Kittitas County Public Health Department Health Promotion Programs

- Manage, develop, oversee, and organize the Health Promotion programs including but not limited to:
 - Chronic Disease Prevention
 - Public Health Emergency Preparedness and Response
 - Access to Baby and Child Dentistry
 - Public Information and Public Health Awareness
 - Maternal and Child Health
 - Community Health Improvement
- Participate in program level activities as required by the Administrator.
- Assume responsibility for the fiscal integrity and integration of the Health Promotion programs, creating linkages among programs to facilitate revenue generation and reporting.
- Research, write and procure grant funding for the department and Health Promotion programs.
- Coordinate with the Administrator, Accountant, and the department management team in the development and monitoring of the departmental budget.
- Interact with the Board of Health and Board of County Commissioners including email, phone, and presentations at meetings and agenda sessions as directed by the Administrator.
- Develop a thorough understanding of WACs, RCWs and Kittitas County Code relative to Public Health programs.
- Conduct regular staff meetings with the Health Promotion division and keep the Administrator informed of the work of the division.
- Participate in activities of the department management team and support the work of the team.
- Provide input and guidance, and initiate/create departmental policies that relate specifically to Health Promotion.
- Assume responsibility for analyzing data as it relates to division programs; prepare reports; disseminate and/or present results in a manner appropriate to the recipient/audience.
- Utilize effective verbal and written communication skills to interact with staff, Administrator, Health Officer, the department management team, outside agencies, and the public.
- Represent the department in a variety of settings, such as program-specific local and state work sessions, boards and committees, public meetings, etc.
- Provide hiring, discipline, and termination recommendations to the Administrator with respect to Health Promotion staff.
- Responsible for organizing, supervising and evaluating the work performance of staff, provide training

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and/or mentoring, facilitate conflict resolution, and maintain a positive work environment that encourages staff initiative, professional growth, and team participation.

- Provide hands-on program support.

Oversee the Department's Public Information activities

- Serve as or supervise the Public Information Officer during emergency events and outbreaks.
- Lead the department editing committee and assist with non-emergency public communications.
- Oversee the submission of media releases and public service announcements for the department.
- Ensure media contact lists and logs are maintained
- Oversee all requests for updates and changes to the department website.
- Assist with all health care provider communications.
- Coordinate the publication of monthly newspaper articles and quarterly newsletters.
- Ensure department compliance with policies related to media communications and public information.
- Coordinate public health awareness and promotion activities.

OTHER FUNCTIONS:

- Responsible for supervising student interns and volunteers within the Health Promotion programs.
- Assist the Public Health Department as needed in the event of a Public Health Emergency (i.e., food borne illness outbreak, bioterrorism event).

This job description is a summary of the primary functions and expectations for this position. Additional department-related duties may be assigned as required.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Public Health, Health Education or a related field or at Least two (2) years of previous work experience in public health or health promotion. Must possess a valid Washington State driver's license.
- A criminal history and background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrated proficiency with intermediate/advanced computer skills including all Microsoft Office Programs (Word, Excel, PowerPoint, and Publisher), and possess the ability to learn programs specific to the department and/or County quickly.
- Ability to work cohesively in a team atmosphere and lead people.
- Ability to manage staff, to include training, coaching, evaluation and discipline.
- Ability to manage stress effectively.
- Ability to maintain confidentiality.
- Ability to work independently.
- Skilled in communicating with tact and diplomacy to gain concurrence and cooperation with personnel and/or community agencies.
- Detail-oriented with strong organization skills.
- Ability to seek creative solutions and solve problems effectively and efficiently.
- Ability to understand, develop, present and work within a budget.
- Ability to establish and maintain effective working relationships with a diverse population of clients, community based agencies, and County personnel.
- Ability to design and implement community based health promotion programs.

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- Ability to market public health services effectively.
- Experience in public speaking.
- Skilled in planning and organizing work activities in order to meet established goals and objectives.
- Ability to obtain NIMS training (100, 200, 700, 800) within one (1) year of hire.

PREFERRED QUALIFICATIONS:

- Master's degree in Health Education, Public Health or related field.
- Experience in assessing, planning, implementing and evaluating community programs; and community organization.
- One (1) year of experience in a middle management position with experience in staff evaluation and hiring practices.
- Community Health Education Specialist (CHES) Certification.
- Prior Public Health experience.
- Bilingual in English/Spanish.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated grant-writing ability and experience with grant management.
- Knowledge of public health issues, characteristics, and trends affecting health care, social conditions, and population groups.
- Knowledge of public and media relations.
- Marketing skills.
- Familiarity with Kittitas County school systems and local government agencies.
- Knowledge of governmental budgeting requirements.

WORKING CONDITIONS:

Work is typically performed in an office environment but may include other locations. Sustained posture in a seated position and prolonged periods of computer operation; use of standard office equipment; strength to lift, pull, push and/or carry up to 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Work in outdoor environments may include exposure to inclement weather such as temperature extremes and windy/dusty conditions; must be able to traverse a variety of walking surfaces as needed, including stairs. Safety rules and policies must be adhered to at all times, including proper lifting/carrying techniques and use of PPE when required.

Local and out-of-state travel will occur with some frequency. Must be able to safely operate a motor vehicle in all weather conditions and levels of daylight. Employee may be required to utilize his/her private vehicle in the performance of job duties, but will be reimbursed for mileage.

Regular attendance and punctuality are required and expected Monday – Friday from 8:00 AM to 5:00 PM; however, exempt/management positions are expected to work the number of hours required to complete the duties of the position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS:

Applicants must apply online using the electronic recruitment portal. Completed applications must be submitted to Human Resources by **5:00 PM** on the closing date. The following items are required: 1) Kittitas County Employment Application; 2) Resume; 3) Letter of Interest; and 4) Three (3) professional references. **Please note: All applications must be submitted online; paper copies will not be accepted.**