



Employment Opportunity

Kittitas County, Washington

POSTED: 2/9/15

CLOSES: 2/23/15

COMMUNITY HEALTH SPECIALIST

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

WAGE: \$3382 - \$4453 per month

ESSENTIAL FUNCTIONS:

- Assist with planning, implementing, and evaluating community health programs including, but not limited to:
 - Chronic Disease Prevention
 - Communicable Disease Prevention and Investigation
 - HIV/AIDS and Hepatitis C Prevention, Education, Testing, and Counseling
 - Oral Health Program
 - Emergency Preparedness and Response
 - Maternal and Child Health Program
 - Syringe Exchange
 - Health Insurance Outreach and Enrollment
 - Immunization Program
 - Environmental Health Education
- Assist with the maintenance of Statements of Work and contract reporting requirements.
- Develop effective working relationships with community partners and co-workers.
- Engage community members in coalitions and committees which further the mission of community health programs; plan, organize and facilitate coalition and community meetings.
- Promote and support current community assets and help develop other local efforts to improve community health.
- Ensure community health programs are available and accessible to diverse populations and individuals.
- Build and maintain good relationships with the media.
- Coordinate and conduct outreach efforts for community health programs.
- Design effective written materials.
- Provide services and interventions in a client/family centered, culturally competent and respectful manner.
- Assist, if needed, with other community health programs.
- Participate in internal county or health department committees.

OTHER FUNCTIONS:

- Assist the Public Health Department as needed in the event of a public health emergency.
- Respond to Public Health related inquiries from the public as needed.

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:

- High school diploma or GED equivalent.
- Five (5) years of progressive experience in Public Health or Social Services; or a Bachelor's degree in Public Health, Social Work, Health Education or related field.
- Must document immunity or provide proof of vaccination against vaccine-preventable diseases as recommended for health care workers by the CDC's Advisory Committee on Immunization Practices (some positions.)
- 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/ABILITIES:

- Demonstrated knowledge & experience with computers and Microsoft Office Programs.
- Ability to cooperate and work effectively with coworkers, supervisors, other agencies, clients and customers, and the public in individual and group settings.
- Ability to communicate effectively in verbal and written format.
- Ability to work independently.
- Ability to problem solve and seek creative solutions.
- Ability to manage stress effectively.
- Ability to obtain National Incident Management System training (100, 200, 700, 800) within one (1) year of hire.

PREFERRED QUALIFICATIONS:

- Experience in public speaking.
- Grant writing experience.
- Knowledge of local Kittitas County community.
- Community Health Education Specialist (CHES) certification.
- Washington State HIV/AIDS Testing and Counseling Certification.
- Health Care Assistant License.
- Bilingual (Spanish/English) – interpretive and translation skills.
- DSHS Certified Medical Interpreter.

WORKING CONDITIONS:

The work environment includes offices, vehicles, public meeting locations, clinical settings, and medical facilities. Travel throughout the county and the local region is required in all weather conditions. There are variations in working hours that will include occasional evening and weekend work. Regular attendance and punctuality are required. Employee may be required to utilize his/her private vehicle in the performance of the job duties, but will be reimbursed for mileage. Must be able to stand, walk, sit, crouch, kneel, stoop and grasp. Must be able to traverse a variety of surfaces and ascend/descend stairs. Also must have close, distance, color, and peripheral vision, depth perception and the ability to adjust focus; as well as hearing and speech to communicate in person or over the telephone. Must be able to lift up to 25 pounds; potentially more with assistance. All safety regulations, policies, and procedures must be adhered to at all times.

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.**