



*700 Columbine St., Sterling, CO 80751 - (970) 522-3741 – (877) 795-0646 - [www.nchd.org](http://www.nchd.org)*

<b><u>Job Title</u></b> Community Health Specialist- Tobacco Program	
<b><u>Pay Range</u></b> \$17.00-\$20.00	<b><u>Updated</u></b> May 2024
<b><u>Supervisor</u></b> Health Promotion and Prevention Manager	<b><u>Location</u></b> Sterling
<b><u>Schedule</u></b> 8a-5p Mon.-Fri.	<b><u>Employee Type</u></b> Full Time
<b><u>Education</u></b> High School Diploma or Equivalent	<b><u>License/Certificates</u></b> <ul style="list-style-type: none"> <li>• Driver’s License (Required)</li> </ul>

### **General Statement of Duties**

The Community Health Specialist will be the leader for the tobacco use prevention program focusing on tobacco use and general health impact around tobacco, in the Client Health Services division at the Northeast Colorado Health Department. This roll will make an impact at NCHD and in the community through the following activities:

### **Primary Duties and Responsibilities**

- Performs effective public speaking to groups of varied ages to develop and deliver informative and persuasive presentations about tobacco products.
- Participates in community events.
- Collaborates with state on data collection and other evaluation- related activities.
- Provide information to the community and schools about tobacco policy changes at state and federal levels.
- Building coalitions that drive local policy change.
- Build community understandings of the importance of tobacco-related health problems.

### **Qualifications and Experience**

A successful Community Health Specialist will have the following traits and abilities:

- Knowledge of prevention programs, specifically related to public health practice. This may include experience with prevention program development, implementation, and

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evaluation.

- Experience and is comfortable with presenting and public speaking.
- Strong work ethic and passion for community health.
- Knowledge of principles and practices of coalition building and developing community partnerships.
- Dedicated to professional growth through training on best practices, evidence-based practices, policies, and procedures in assigned programs.
- Excellent computer skills, including Microsoft Office, word processing, spreadsheets, and databases.
- Demonstrating considerable knowledge of grammar, spelling, and punctuation and following written and oral instructions.
- Must possess a valid driver's license and have access to dependable transportation readily available for business use.

## **WORKING ENVIRONMENT**

This position involves working in an office environment. Familiarity with general office equipment such as computers, copy machines, and fax machines, is required. NCHD also requires the use of computer programs such as calendars, email, virtual meetings, MS Office products, etc. Daily activities may involve standing, sitting, driving, stooping, kneeling, climbing, lifting, carrying, transferring objects, reaching, pushing, and pulling. Periodic travel is expected of all staff throughout the 6-county region (Logan, Morgan, Phillips, Sedgwick, Washington, and Yuma Counties). Stairs are present in many offices. The climate and/or temperature, depending on assignment, may be uncomfortable at times.

## **DRUG-FREE WORKPLACE STATEMENT**

In 1988, Congress enacted the Drug-Free Workplace Act. This law requires employers who contract with or receive grants or funding from federal agencies to certify that they will meet certain requirements for providing a "Drug-free workplace." The Northeast Colorado Health Department intends to comply with all provisions of the Act. Therefore, to ensure a safe working environment, it is the policy of Northeast Colorado Health Department that use of alcohol, other drugs, or controlled substances during work hours is prohibited. Likewise, it is the policy of Northeast Colorado Health Department that illegal possession, manufacture, use, sale, or transfer of a controlled substance on NCHD property or during work hours by its employees is prohibited.

## **EQUITY IN THE WORKPLACE**

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Northeast Colorado Health Department recruits, hires, employs, trains, promotes, and compensates individuals based on job-related qualifications and abilities. The Northeast Colorado Health Department also has a policy of providing a work environment that respects the dignity and worth of each individual and is free from all forms of employment discrimination, including harassment, because of race, color, sex, gender, age, religion or religious creed, national origin, ancestry, citizenship, marital status, sexual orientation, gender identity, gender expression, genetic information, physical or mental disability, military or veteran status, or any other characteristic protected by law.

### **HIPAA STATEMENT**

It is the intention of the Northeast Colorado Health Department (NCHD) to ensure the confidentiality and integrity of protected health information of both patients and employees, as required by HIPAA, professional ethics, accreditation standards, licensure requirements, and any other legal requirements. Employees/students/volunteers are expected to follow NCHDs policies, guidelines and standards for workforce performance expectations which are mandated by HIPAA.

### **EMERGENCY PREPAREDNESS AND RESPONSE DUTIES**

Employees are required to complete Northeast Colorado Health Department provided emergency response training, exercises, and drills to prepare for a public health emergency. As First Responders, employees are required to support public health emergencies, incidents and events.

### **BENEFITS INCLUDE:**

- Medical insurance options at the beginning of the month after hire.
- Dental insurance options at the beginning of the month after hire.
- Vision insurance options at the beginning of the month after hire.
- Voluntary benefit options available at the beginning of the month after hire.
- PERA Retirement upon hire.
- 401K participation.
- PSLF Eligible employer.
- 2 hours/month wellness leave (non-accruing) (full-time only).
- Paid sick time (part-time only).
- Paid time off (full-time only), accrues at 19 hours/month.
- 12 paid holidays/year.

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Signature \_\_\_\_\_ Date \_\_\_\_\_