



700 Columbine St., Sterling, CO 80751 - (970) 522-3741 - 877-795-0646 - www.nchd.org

JOB DESCRIPTION

Community Health Specialist – Diabetes Prevention

JOB TITLE: Community Health Specialist–Diabetes Prevention

EMPLOYMENT STATUS: *Full Time, Non-Exempt*

PAY RATE: \$17.00 - \$19.00 Per Hour

GENERAL STATEMENT OF DUTIES:

The Community Health Specialist will drive increasing community awareness and educating the public on lifestyle changes that can help to prevent Type 2 Diabetes across our 9,200 square mile district001 in northeast Colorado.

SUPERVISOR: Health Promotion and Prevention Manager |

DEPARTMENT: Client Health Services

LOCATION:

- Can be located in the Logan County Office (Sterling) or Yuma County Office (Yuma)

PRIMARY DUTIES:

Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class. The Northeast Colorado Health Department retains the right to modify or change the duties or essential and additional functions of the job at any time.

The Community Health Specialist will be the Lifestyle Coach that implements a CDC- approved curriculum designed for effective lifestyle change for preventing or delaying type 2 diabetes and provide support and guidance to participants in the program. This roll will have an impact at NCHD and in the community through the following activities:

- Delivering the CDC- approved curriculum with the required intensity and duration to class participants in an effective, meaningful, and compelling way.
- Encourage group or individual participation and interact using open-ended questions and facilitating commitment to activities for effective lifestyles.
- Motivate participants and create a friendly environment for group discussion or interactive learning, whether in- person or online.
- Make learning a shared objective and encourage peer-to-peer learning.
- Prepare for each class by reviewing the lesson plan and class content, review data, make reminder calls or send text messages to participants, and review participants' food and activity trackers.
- Be accessible to participants both before and after sessions to answer questions.
- In collaboration with the Program Coordinator, recording, entering, and submitting session data elements for each participant.
- Collaborate with the Program Coordinator and others involved in data preparation to regularly

monitor participant progress and address any issues to improve participant outcomes.

- Follow up with participants outside of class if they were unable to attend a session that week (during months 1- 6) or month (during months 7-12) to offer a make-up session.
- Support and encourage goal setting and problem-solving.
- Comply with all applicable laws and regulations, including those governing participant privacy and data security (HIPAA).
- Complete the required organizational training, refresher or advanced coach training, and training offered by CDC.

Qualifications:

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

- Strong work ethic and passion for community health.
- Ability to handle sensitive and confidential information with discretion and professionalism.
- Excellent interpersonal skills and ability to interact professionally with culturally diverse individuals in the community; strong empathy skills to handle challenging issues.
- Excellent communication skills, both written and verbal.
- Comfort with presenting to a group in a classroom environment.
- Strong computer skills, including Microsoft Office, Google Mail and Google Calendar.
- Bachelor's or associate Degree preferred with 1-2 years of work history in Public Health or similar/related field. Consideration will be given to the appropriate candidate with a related work history of two+ years in lieu of education.
- Two+ years of experience in public health, human services, social work, behavioral health, wellness, or related fields. Experience can include volunteer or internship experience.
- Ability to speak, read, and write English fluently; Spanish is a plus.
- Must possess a valid driver's license and have access to dependable transportation readily available for business use.

WORKING ENVIRONMENT:

- Activities involve standing, sitting, driving, stooping, kneeling, climbing, lifting and carrying, transferring objects, reaching, pushing and pulling.
- Stairs are present in many offices.
- The climate and/or temperature may not be comfortable at times.
- Office equipment will be used including calculators, copy machines, telephones, keyboards and computers. Skills and activities require fine motor dexterity, good vision, good hearing and clear speaking.
- Travel is expected of all staff throughout the 6-county region (Logan, Morgan, Phillips, Sedgwick, Washington, and Yuma).

DRUG-FREE WORKPLACE STATEMENT

The Northeast Colorado Health Department is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state and local laws and values that promote employee participation in the delivery of quality services to and on behalf of the community.

EQUITY IN THE WORKPLACE

NCHD celebrates diversity in the workforce. We welcome applicants of all ages, ethnicities, genders, sexual orientations, and religions.

HIPAA STATEMENT

Employees are required to maintain sensitive and confidential client information according to the HIPAA policy.

EMERGENCY PREPAREDNESS AND RESPONSE DUTIES

Employees are required to complete emergency response training, exercises, and drills to prepare for a public health emergency. Employees required to support public health emergencies, incidents and events.

OTHER

The Community Health Specialist position is a full-time position funded by grants. While there is no guarantee of continued employment if funding is discontinued, NCHD will attempt to place the affected employee in a position of equal responsibility and wage, if a position is open and available.

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

Job Type: Full-

Benefits:

- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Retirement plan (Colorado PERA)
- Vision insurance
- 401K Available (Not Matched)

Schedule:

- 8-hour shift
- Day shift
- Monday to Friday

Ability to commute/relocate:

- Northeast Colorado: Reliably commute or planning to relocate before starting work (Required)

Education:

- High school or equivalent (Required)
- Bachelor's or associate Degree (Preferred)

Experience:

- Bilingual: 1 year (Preferred)
- Public health: 1 year (Preferred)

License/Certification:

- Driver's License (Required)

Work Location:

- In person