



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

JOB DESCRIPTION

Community Health Specialist – Tobacco Program

JOB TITLE: Community Health Specialist – Tobacco Program

EMPLOYMENT STATUS: *Full Time, Non-Exempt*

SALARY: \$17.00 - \$19.00 Per Hour

GENERAL STATEMENT OF DUTIES:

A Community Health Specialist oversees a dynamic community-based program at Northeast Colorado Health Department that relates to tobacco use prevention focusing on oral and general health, across 9,200 square miles in northeast Colorado.

SUPERVISOR: Health Promotions Manager | **DEPARTMENT:** Client Health Services

LOCATION:

- Morgan County Office (Ft. Morgan)

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

- Strategically collaborates on program goals with community partners (youth, healthcare, law enforcement, public education, elected officials, etc.)
- Participates in the timely completion of applicable grant progress reports and other documentation as required. Will complete quarterly reporting for assigned programs.
- Collaborates with the Health Promotion and Prevention team on data collection and other evaluation-related activities.
- Performs effective public speaking to groups of varied interests and backgrounds; develop and deliver informative and persuasive presentations.
- Liaisons between Northeast Colorado Health Department and funder.
- Develops and implements promotional strategies for assigned programs.
- Conducts outreach, training, and assistance to community partners regarding assigned community health program(s) and NCHD services.
- Builds a regional coalition on assigned health topic(s) to build engagement for chronic disease prevention efforts.

QUALIFICATIONS:

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

- Knowledge and experience with prevention programs, specifically related to public health practice. This may include experience with prevention program development, implementation, and evaluation. Specific experience in oral health is preferred.
- Strong work ethic and passion for community health.
- Excellent computer skills, including Microsoft Office, word processing, spreadsheets, databases; be able to demonstrate considerable knowledge of grammar, spelling and punctuation; be able to demonstrate a working knowledge of office practices and procedures; ability to follow written and oral instructions; ability to make simple mathematical computations.
- Ability to communicate effectively, both verbally and in writing, to make informative, educational, and persuasive presentations internally and externally.
- Knowledge of principles and practices of coalition building and developing community partnerships.
- Dedicated to professional growth through participating in training on best practices, evidence based practices, policies, and procedures in assigned programs.
- An associate or bachelor's degree from an accredited college or university in public health, human services, behavioral health, wellness, health care management, grants management, public administration, business administration or related field preferred. Experience can be substituted for higher education.
- One to two years of experience in public health, human services, behavioral health, wellness, health care management, grants management, public administration, business administration or related field preferred. Experience can include volunteer or internship experience.
- Must possess a valid driver's license and have access to dependable transportation readily available for business use.
- Bilingual Spanish is a plus but not required. NCHD may compensate bilingual employees with an additional salary stipend to recognize the value it brings to our operations.

WORKING ENVIRONMENT:

- Activities involve standing, sitting, driving, stooping, kneeling, climbing, lifting and carrying, transferring objects, reaching, pushing and pulling.
- Stairs are present in some 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). Travel to Denver 1-2 times per year for trainings. Mileage is reimbursed.

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. Our values 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:

Employee response, as required, to support public health emergencies, incidents and events. Employee participates in all exercises and drills on emergency preparedness and response, as required. Completes training identified as appropriate for this level employee.

OTHER:

The Community Health Specialist position is a full-time position funded by grants, contracts and per capita contributions. 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:

- 401(k)
- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

- Serving Logan, Morgan, Phillips, Sedgwick, Washington, and Yuma counties since 1948 -