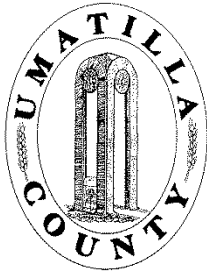


UMATILLA COUNTY
POSITION DESCRIPTION



Department: Public Health

**Position Title: Community Health Systems
Developer - SPArC Tobacco Policy – Limited Duration**

Employee Name: _____

Effective Date: _____

Job Series: Community Systems Developer Salary Range: 23
Union Covered: Yes BOLI Exempt: No

GENERAL DESCRIPTION OF POSITION

Provides creative leadership and policy development to reduce the burden of tobacco on Umatilla County residents, specifically through the Strategies for Policy And enviRonmental Change, Tobacco-Free (SPArC Tobacco-Free) Grant. Grant funding is available through June 30, 2019 (renewal of funding may be possible) Coordinates tobacco prevention activities, agency and community relations, coalition development and resource development for implementing a Tobacco Retail Licensing policy. Support services and resource development may also be provided to other public health programs.

SUPERVISORY RELATIONSHIPS

Works directly under the supervision of the Community Health Supervisor.

PRINCIPAL DUTIES OF POSITION

- Responsible for the coordination, development, implementation and evaluation of the Strategies for Policy And enviRonmental Change, Tobacco-Free (SPArC Tobacco-Free) Grant. (EE)
- Assist with future SPArC Tobacco-Free grant application and the acquisition of funds for specific health education project proposals including writing a scope of work and preliminary budget. (EE)
- Submit written plans in a timely manner and in conformance with any authorizing agency requirements; submit monthly, quarterly, annual reports as may be required; prepare minutes, agendas, memos, correspondence and narrative reports as may be required. (EE)
- Work on the development of a tobacco retail licensing fee structure and policy proposal for cities and County (EE)
- With approval, plan and/or participate in conferences, community meetings, workshops and speakers bureaus as assigned. (EE)
- Utilize media to enhance resources for community projects. (EE)
- Assist in outreach to hard-to-reach populations to obtain input for community health planning activities and in increasing UCo Health’s level of cultural competency as an organization. (EE)
- Prepare and present effective oral presentations to the community. (EE)

OTHER DUTIES OF POSITION

- Actively promote the mission vision, and values of UCo Health. (EE)
- Participate in occasional after hours or weekend events as needed to include health fairs, community clinics, and public health emergencies. (EE)
- Attend all staff meetings and other meetings as requested by the Director. (EE)
- Demonstrate full understanding and active participation in fulfilling the guidelines, policies and procedures as outlined in Umatilla County's Personnel Policies, and UCo Health policies and procedures. (EE)
- Assure UCo Health compliance with applicable County, State, Federal and professional regulations. (EE)
- Participate in developing and implementing UCo Health's mission and vision, goals, objectives and projects. (EE)
- Represent UCo Health at appropriate levels in local, County and State groups as requested by the Director. (EE)
- Assist management to develop and maintain staff morale. (EE)
- Develop and sustain positive working relationships and encourage support of management, management decisions and management/county decision-making process. (EE)
- Be intuitive and perform duties independently without close supervision. (EE)
- Communication clearly and concisely, both verbally and in writing. (EE)
- Other duties as may be assigned.

PROFESSIONAL RELATIONSHIPS

Establish and maintain collaborative and effective working relationships with UCHD staff members, other county employees, representatives of other agencies and organizations, and members of the community.

PROFESSIONAL DEVELOPMENT

Attend educations and training modules that encourage professional development and enhance continual learning; assist in training and mentoring of co-workers; and maintain regular and consistent attendance.

REQUIREMENTS FOR POSITION

- Bachelor's degree in public health, health education, public administration, science or related field.
- At least one year of experience in community outreach and/or health-related program development and implementation. Experience with public or health policy preferred.
- Knowledge of public health practice and community health development to include assessment, planning, implementation and evaluation; ability to organize partnerships, exercise initiative, communicate orally and in writing in a clear, concise and effective manner; utilize work processing software and the Internet with a high level of competence; and maintain excellent interpersonal relationships within a culturally diverse population.
- Ability to be intuitive and work independently and as part of a team.
- Must be able to establish and maintain effective working relationships with supervisor, county employees, and community members/general public.
- Ability and availability to work outside normal working hours to include evening and/or out of county meetings.
- Possess a valid Oregon driver's license with a satisfactory driving record.

- Obtain a current certification in cardiopulmonary resuscitation (CPR) within 12 months of hire (offered through UCHD).

SPECIAL QUALIFICATIONS

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

TOOLS AND EQUIPMENT USED

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature/Date