



**COLUMBIA COUNTY, OREGON**  
**JOB TITLE: HEALTH PROMOTION SPECIALIST**  
**DATE: JANUARY 1, 2024**

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<b>EXEMPT (Y/N):</b>	No	<b>CLASSIFICATION:</b>	CSC
<b>DEPARTMENT:</b>	Public Health	<b>JOB CODE:</b>	492
<b>SUPERVISOR:</b>	Public Health Program Manager	<b>SALARY RANGE:</b>	24
<b>UNION (Y/N):</b>	Yes	<b>LOCAL:</b>	AFSCME 1442

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**GENERAL STATEMENT OF DUTIES:** Coordinate tobacco, alcohol, and drug prevention and education programs and other health promotion related programs. Provide related health education to community organizations, schools, partners, and public.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned.

Implement local program plans for tobacco, alcohol, and drug prevention and education, and other health promotion related programs to meet the needs of the community. Translate state policy into organizational plans, structures, and programs. Select appropriate interventions and program activities. Use policy, systems, and environmental change as the primary tools in advancing prevention, chronic disease prevention, early detection, and self-management. Design program using culturally appropriate principles and values.

Assist in the development and advancement of local policies to prevent and reduce tobacco, alcohol, and drug use in local communities. Assist in the development and advancement of local policies to reduce harms associated with tobacco, alcohol, and drug use in local communities.

Establish and maintain partnerships with community partners, including traditional and non-traditional partners. Interact effectively with other agencies and sectors, including the health care industry, transportation, parks and recreation, education, and businesses. Coordinate and attend meetings and record meeting notes as appropriate.

Perform outreach and education. Provide health educational resources for schools, community groups, local governments, and other organizations on health promotion and policy change. Design and participate in outreach activities in various settings such as health fairs, community events, schools, or other identified events as needed.

Conduct local public health surveillance of chronic diseases associated with tobacco, alcohol, and drug prevention and education. Identify and use public health data as a tool to develop and prioritize community-based interventions and policies.

Raise awareness of health promotion topics such as, but not limited to, chronic disease and chronic disease risk factor reduction using various evidence-based strategies.

Participate in state, regional and local public health meetings. Liaise with the Oregon Health Authority, Health Promotion and Chronic Disease Prevention Section.

Deliver specific, culturally, and demographic appropriate information including programming within time and budget constraints. Prepare a variety of reports and records for the department related to health promotion.



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In the event of a declared emergency by the Board of County Commissioners, the position is subject to a temporary emergency assignment according to the Emergency Management Plan, for which prior preparation or cross-training may occur. Position will return to the regular assignment upon vacation of the declaration of emergency.

Assist in the program budget preparation process. Follow purchasing approval process and provide documentation. Maintain records and files. Research and pursue available funding options at the federal, state, and local level. Attend department and interagency meetings related to assigned programs and services.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

**SUPERVISORY RESPONSIBILITIES:** Supervision of employees is not a responsibility assigned to this position. This position may nominally supervise volunteers during events.

**SUPERVISION RECEIVED:** Work is performed under the general direction of the Public Health Program Manager who provides policy, procedure, and administrative direction and reviews performance.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to a four-year degree in public health, environmental health, or related field. Three years' of increasingly responsible experience in public health or closely related field. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

**DESIRABLE QUALIFICATIONS:** Experience in the health promotion field preferable. Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess a valid driver's license and be insurable under the county's liability policy.

**KNOWLEDGE, SKILL, AND ABILITY:** Knowledge of public health principles and practices related to health promotion and chronic disease prevention. Knowledge of federal, state, and local rules and regulations concerning public health. Knowledge and ability to prepare training and other material and present effectively. Knowledge of grant writing and project management.

Specific knowledge related to public health including:

- Social Determinants of Health and root causes of health disparities/health inequities
- Ten Essential Public Health Services Framework



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- Health promotion strategies based on the Social-Ecological Model
- The Foundational Public Health Services Model
- The National Association of County and City Health Officials (NACCHO) operational definition of a functioning local health department

Skill in various software programs and Microsoft Office products. Skill in organization and project management; preparing and delivering reports as required.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines.
- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Effectively coordinate and supervise volunteers.

**SPECIAL NECESSARY QUALIFICATIONS:** Must be able to pass a pre-employment background screening.

**PHYSICAL DEMANDS:** The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds. Field activity and participation in program events or disaster response requires additional physical demands, such as walking and/or standing for long periods of time, bending, stooping, climbing, etc., as well as the need to occasionally lift and move objects up to 50 pounds.

**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 essential functions.

General office environment. The performance of field work may require walking over various terrain or other hazards and exposure to various weather conditions. Travel is necessary, requiring the operation of a motor vehicle, often to remote areas. The employee may be required to travel at nighttime or on weekends or in inclement weather to participate in meetings or program events.

***To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.***



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*Columbia County has the right to revise this job description at any time.  
This description does not represent in any way a contract of employment.*