

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: MAY 24, 2012
CLOSING DATE: JUNE 13, 2012

DEPARTMENT: Health/Prevention Services

POSITION: Health Programs Manager

LOCATION: Globe

JOB CODE: 12-032

ANNUAL SALARY: \$34,548.80-\$42,099.20 DOE

NATURE OF WORK

Coordinates and implements assigned health programs and activities as part of Health and Community Services in order to promote the health of County residents through education and prevention.

DUTIES AND RESPONSIBILITIES:

- Plans, coordinates and implements Gila County health programs, projects and activities including first aid, fire and water safety, newborn care, car seat safety, teen pregnancy, and tobacco education and prevention; monitors and evaluates assigned programs; ensures competent staffing and supplies are available.
- Assesses the health needs of the target population and oversees the development of community health programs.
- Delivers educational services and information to target population through classroom presentations, public work shops, health fairs, radio presentations, lending libraries, newspaper articles and public postings.
- Establishes and maintains community contact through worksite visits, community meetings and committees; coordinates school based activities.
- Promotes programs and local projects through advertising and use of the media.
- Provides emergency assistance to families in the community requiring clothing, diapers and formula as required.
- Coordinates and applies for relevant program grants; prepares monthly/quarterly/annual reports in accordance with grant reporting requirements.
- Records program expenses and income; prepares billing invoices and expenditure reports.
- Supervises and provides administrative guidance to assigned personnel; ensures compliance with departmental policies and procedures.
- Delivers and/or coordinates staff orientation, in-service education and staff development training sessions.
- Attends and participates in program meetings and advisory board meetings as required.

WORKING ENVIRONMENT:

Work is performed in a standard office environment and in the field when conducting home/worksite visits, outreach programs, community events and school activities; may be exposed to infectious diseases, unsanitary conditions, and/or variable weather conditions when responding to public health emergency situations; standing, walking, driving, and occasional lifting of up to 35 pounds is involved.

EMPLOYMENT STANDARDS:

Associate's Degree in Sociology, Health Care Management or related field and three (3) years social work/health education experience; or equivalent combination of education, training and experience. A valid Arizona Driver's License; Bi-lingual (Spanish/English) skills are desirable for some positions.

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KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Community health programs and services; methods for assessing public health requirements; processes and standards for developing and implementing health programs; grant programs, funding sources and program reporting requirements; methods for providing health education services and information to the public; procedures for tracking and documenting program expenses and income; project/program management principles and practices.

Ability to: Assess the health needs of target populations; develop and implement community health programs; monitor and evaluate the delivery of health program services; conduct public workshops, presentations and health fairs; maintain community contact through worksite/home visits, community meetings and school based activities; apply for grant funding and ensure compliance with grant reporting requirements; accurately document program expenses and income; communicate effectively and provide oral/written instructions; coordinate and manage programs.

Skills in: Developing, coordinating and delivering community health programs, projects and services.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.