GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: JUNE 12, 2015
REVISED: JULY 16, 2015
CLOSING DATE: JULY 29, 2015

DEPARTMENT: **Health & Emergency Services**

POSITION: **Community Health Specialist**

LOCATION: **Payson**

JOB CODE: **15-050**

TEEN PREGANCY PREVENTION

ANNUAL SALARY: **$24,465.00-$26,299.00 DOE**

PURPOSE OF THE JOB

The purpose of this position is to help decrease the number of youth fatalities and injuries in the County, as well as, to promote the development of healthy habits and behaviors in all ages and to implement health and prevention programs.
This position coordinates alliances with other agencies, compiles data, develops relevant knowledge, interacts with the public, and develops outreach activities; facilitates curricula and coordinates events that promote healthy lifestyles. The Community Health Specialist administers tests and provides counseling. Other duties include report production and meeting attendance.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Coordinates liaison services with other programs, agencies, physicians, schools, and pharmacies.	20%
• Interacts with public on regular basis at events and in office.	20%
• Continually develops ways to reach various County populations through presentations, media, coalitions and events.	20%
• Facilitates the development of multiple curricula that promote healthy behaviors to school age students, countywide.	10%
• Coordinates and/or attends community events promoting health and well-being.	10%
• Administers STD, HIV, and pregnancy testing and provides counseling for County residents.	10%
• Produces monthly, quarterly, bi-annual and annual state reports.	10%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

Provide project coordination support with organizational planning projects and employee training & development projects.

ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures or processes and responds to public inquiries; participates in meetings.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, formal letters, emails, reports and press releases.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Frequently (More than 25% but less than 40% in a year)

MINIMUM EDUCATION REQUIRED

High School Diploma with Technical Training

Continued on back of page…..

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Two (2) years directly related experience; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED/PREFERRED

May require Child Passenger Safety Technician. Certified in CPR/First Aid.

KNOWLEDGE REQUIRED

Customer and personal service, sales & marketing, communications & media, finance, accounts payable.

SKILLS REQUIRED

Creative writing, customer service, public speaking (large groups), presentation (small to medium groups), persuading and influencing, diversity awareness, time management, multi-tasking.

ABILITIES REQUIRED

Express one's self orally, express self through written words, recognize problems, make sense of multiple data, consider options, risks and benefits.

PHYSICAL DEMANDS

- Regularly stands to present, occasionally stands to attend to watchmen duties; occasionally stands to perform public safety duties; routinely stands to attend to customers; and occasionally stands to perform custodian work.
- Routinely sits to complete reports; to operate computers; to complete a program; and occasionally sits to attend to reception areas.
- May be required to lift work related materials, equipment, tools, and/or gears up to 75 lbs.
- Regularly requires dexterity for keyboard operation; routinely requires dexterity for special gadgets and special machines.
- Incumbents in this position may be required to routinely walk to and from work sites; routinely bend; occasionally stoop; occasionally crawl; routinely kneel and twist to complete tasks.

WORK ENVIRONMENT

Work is performed in a standard office environment and in the field when promoting/delivering program services.

SAFETY RISK EXPOSURE

Depending on area of assignment, may be exposed to variable weather conditions, infectious diseases, blood borne pathogens and public emergency situations.

PROTECTIVE GEAR & SAFETY MANUALS

This position is required to constantly follow written safety procedures and manuals relevant to the division or department. May routinely require the use of biosafety gear; plastic rubber gloves and eye protection devices.

CONSEQUENCES OF ERROR

Potential errors can cause inconveniences to other employees, and/or delays in related work areas. Delays of services are possible.

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.