

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: JULY 8, 2015
REVISED: OCTOBER 16, 2015
CLOSING DATE: OCTOBER 23, 2015

DEPARTMENT: Health & Emergency Services

POSITION: Community Health Specialist

LOCATION: Globe

JOB CODE: 15-062

POSITION FOR W.I.C.

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

PURPOSE OF THE JOB

The purpose of this position is to be a reliable resource for community members by providing education on health and well-being.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

| ESSENTIAL DUTIES AND RESPONSIBILITIES | TIME SPENT |
|--|-------------------|
| • Interacts with the public on a regular basis and implements curricula that promotes healthy behaviors. | 50% |
| • Continually develops ways to reach various County populations through presentations, media, and one-on-one counseling. | 20% |
| • Coordinates and/or attends community events promoting health and well-being. | 10% |
| • Administers clinical services as needed. | 10% |
| • Produces and/or utilizes program reports. | 10% |
| • Performs other duties as assigned. | |

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

Provides project research and clerical support on process improvement projects.

ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures or processes, responds to public inquiries and 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 or GED with additional specialized or technical training courses.

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.

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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

Incumbents in this position perform work in a standard office environment and in the field when promoting/delivering program services.

SAFETY RISK EXPOSURE

Incumbents in this position, 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

Incumbents in this position are 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.