

PROPOSED POSITION DESCRIPTION

Classification:	Healthy Community Specialist
Title:	Healthy Community Specialist
Employee Name:	Savannah Sandlin
Program:	COVID-19 Health Literacy
Division:	Prevention Services Division
FTE:	1.00
FLSA:	Non-Exempt
Represented Status:	PROTEC17 – Allied Professional Health Unit
Salary Range:	17A
Position Number:	
Effective Date:	July 1, 2022

Definition:

Term Limited position through June 30, 2023.

Under the direction of the Healthy Communities Supervisor, the incumbent will perform a variety of activities related to developing, implementing, and evaluating COVID-19 health literacy. The incumbent works with internal interdisciplinary team(s) and with community groups, agencies, businesses, and regional partners to address COVID-19 health literacy.

Incumbent will be responsible for a 2-year federal grant that looks to advance health literacy to enhance equitable community responses to COVID-19. The incumbent will convene working groups with internal and external partners to meet the requirements outlined in the grant. The focus of the work will be to demonstrate the effectiveness of local government implementation of evidence-based health literacy strategies that are culturally appropriate to enhance COVID-19 testing, contact tracing and/or other mitigation measures in racial and ethnic minority populations and other socially vulnerable populations.

Work is performed under general supervision. The Healthy Communities Supervisor defines objectives, priorities, and deadlines; and assists incumbent with unusual situations, which do not have clear objectives or precedents. Incumbent plans and carries out assignments and handles problems and deviations in accordance with experienced judgment, instructions, policies, procedures and/or accepted practices. Incumbent is expected to operate with considerable latitude and apply sound judgment and teamwork. Work is evaluated for technical soundness and conformity to practice and policy.

Examples of Work Performed:

- Participates as a member of a team(s) in the development of program planning and population-based prevention strategies.
- Designs and implements health literacy projects, training, or presentations based on knowledge and theories of behavior change and best practices or proven research, with the goal of policy development or systems change.
- Participates in the review and synthesis of existing evaluation data to determine the effectiveness of programs and policies; collaborates with epidemiologists to design evaluation tools as appropriate to accurately measure program and/or project success.
- Participates in the development of a disparities impact statement
- Reports on grant-based performance measures
- Submit monthly grant reports to Division Director for review and submission
- Participate in grant related webinars and trainings with Health and Human Services at the Federal level.

- Recruits and supports targeted community members to participate in health literacy efforts, such as youth, elderly, and/or disparate population groups.
- Assesses, promotes and supports the implementation of system, policy and environmental changes where appropriate.
- Supports communities, agencies and community stakeholders to mutually understand and build upon opportunities to increase health literacy.
- Collaborates with Communications team for media coverage, public service announcements, community information meetings, social marketing, public forums and special events.
- Tracks and reports activities and challenges to Healthy Communities Supervisor and provides required agency, funding source and contract documentation as required.
- Participates in all staff and team meetings; prepares reports as required/requested.

Associated Duties:

- Participates in opportunities for professional growth & development.
- Performs other related duties as assigned by the supervisor, or designee

Knowledge, Skills and Abilities:

- Knowledge of the principles of public health and wellness promotion, including behavior change theory and community-level interventions, necessary to develop and implement population-based prevention strategies and engage communities, organizational partners, and key leaders.
- Knowledge of basic statistics, research methodology and program/project evaluation.
- Knowledge and understanding of policy, system and environmental changes that best promote large-scale population-based changes within systems of care, communities or county-wide.
- Knowledge of social issues, conditions and trends affecting public health, specifically in regard to health literacy and COVID-19
- Skilled in group facilitation methods and ability to work effectively with a wide range of community members ranging from youth to elected officials. Able to use tact, discretion and good judgment in carrying out responsibilities; work reflects sensitivity to persons of various ages, positions, cultures and backgrounds.
- Skilled in working effectively as a member of the Health Literacy team and other internal and external teams.
- Ability to exercise discretion, tact and independent judgment in the performance of duties.
- Ability to effectively communicate ideas both orally and in writing.
- Ability to establish and maintain effective working relationships with District staff, representatives from agencies/organizations and other service groups in the community, other professionals and the public.
- Ability to utilize a variety of computer equipment and software.
- Ability to flex work schedule to accommodate early morning and/or evening meetings.

Job Location, Working Conditions and Equipment Utilized:

Work is performed in a variety of settings, such as an office cubicle and various community based settings utilizing agency vehicles, telephones, audio-visual equipment and other standard office equipment including a personal computer. The incumbent will generally work in an office setting or out in the community at various settings. The noise level in the work environment is usually moderate. Work may include traveling to community organizations such as schools, hospitals, clinics and social service agencies; other travel may include local or statewide for meetings and other forums. Travel is required to locations both in and out of the County, including some early morning and evening meetings, with potential for overnight travel for state meetings.

Required Physical Traits:

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

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- Requires manual and finger dexterity and hand-eye-arm coordination to write and to operate computers and a variety of general office equipment. Requires mobility to accomplish other desktop work, retrieve files, and to move to various District locations.
- Requires visual acuity to read computer screens, printed materials, and detailed information; specific vision abilities required by this classification include close vision, distance vision and color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Required to use hand to eye coordination, handle, feel or operate objects, tools, or controls.
- May involve occasional kneeling, squatting, crouching, stooping, crawling, standing, bending, climbing (to stack, store or retrieve supplies or various office equipment or files).
- The incumbent is frequently required to stand and/or walk for extended periods of time; walk on uneven surfaces; sit; climb or balance; stoop, kneel crouch, or crawl in the performance of field and office duties.
- Duties require the incumbent to carry supplies and/or equipment up and down stairs as well as into and out of a vehicle.
- Lifting and carrying up to 20 pounds is required continuously, and up to 50 pounds occasionally with or without assistance (example: a box of copy paper).
- Requires the ability to communicate with others orally, face to face and by telephone.

Education and Experience Required:

Education: A Bachelor's Degree in Public Health, Health Education or a closely related field.

Experience: 3 years of work in community engagement/organizing/mobilization, systems change, policy development, health services, social services or education.

Or: In place of the above requirement, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above.

Licenses, Certifications and Other:

- A master's degree in public health, Health Education or a closely related field, *preferred*
- One-year experience in community organizing, system change work and/or policy development in a public health agency of the three years required, *preferred*
- Paid or volunteer work in public health, *preferred*
- Valid Washington State Driver's license or ability to obtain one within 30 days of hire and a driving record which meets the requirements of Snohomish Health District's insurance carrier
- Background check pursuant to RCW 43.43.830

Acknowledgement: Position description reviewed by Employee and Manager

Employee Signature: _____ Date: _____

Division Director Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.