

POSITION DESCRIPTION

Classification:	Healthy Community Specialist
Title:	Healthy Community Specialist
Employee Name:	VACANT
Program:	Healthy Communities
Division:	Administration
FTE:	1.00
FLSA:	Non-Exempt
Represented Status:	PTE – Allied Professional Health Unit
Salary Range:	17A
Position Number:	
Effective Date:	June 1, 2019
Grant Funded:	Position is grant funded through May 31, 2020, with a possibility of continuation if funds are available.

Definition:

Under the direction of the Outreach & Preparedness Supervisor, or designee, the incumbent will perform a variety of activities related to developing, implementing, and evaluating substance use prevention and outreach programming. The incumbent works with internal interdisciplinary team(s) and with community groups, agencies, businesses, and regional partners to address health issues collectively.

Incumbent will facilitate population-based efforts focused primarily on the opioid epidemic, research data and evidence-based strategies to identify populations at highest risk, and establish linkages between public health and other key stakeholders. The incumbent will use policy, systems, and environmental approaches to address health issues within systems-of-care, communities, the county, and the northwest region of Washington state.

Work is performed under general supervision. The 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:

- Facilitates a consortium of community partners that will work together to analyze, plan, and build towards sustainability for opioid prevention throughout Snohomish County.
- Expands prevention, treatment, and recovery planning efforts to include health care providers, law enforcement, school systems, city governments, and other social service agencies serving the rural communities eligible within grant requirements.
- Creates a comprehensive community outreach and prevention program, expanding current treatment options, and creating partnerships to support those in recovery.
- Identifies potential opportunities and gaps for services and access to care in the rural areas of Snohomish County.
- Works with the consortium members to develop a workforce plan that will clearly identify the gaps in the available workforce to address opioid use disorder in the target rural population.

- Facilitates consortium work towards establishing a sustainability plan that will provide for the longevity and continuation of project plans.
- Partners with consortium members to explore additional funding opportunities and partnerships that may be beneficial for the implementation of the strategic and workforce plans developed.
- Participates as a member of a team(s) in the development of program planning and population-based prevention strategies, primarily focused on the opioid epidemic.
- Designs and implements substance use prevention 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.
- Reviews and reports on county and city level data resulting in action plans that designate high risk populations and makes recommendations on best practice strategies having the most potential to increase prevention and reduce substance use/substance use disorders.
- 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.
- Collaborates with various agencies and community members to develop a community health improvement plan (CHIP) to address issues associated with the opioid epidemic; utilizes strategy maps, goals, measures and objectives to showcase and communicate the status of community-based efforts to address substance use prevention and outreach; focuses on disparate populations such as low-income, minority and Tribal populations as appropriate.
- Recruits and supports targeted community members to participate in community-based prevention efforts, such as youth, elderly, and/or disparate population groups.
- Assesses, promotes and supports the implementation of system, policy and environmental changes where appropriate.
- Collaborates with the 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 program manager and provides required agency, funding source and contract documentation as required.
- Supports grant writing and development of reports as required/requested
- Participates in all staff and team meetings.

Associated Duties:

- Participates in opportunities for professional growth & development.
- Performs other related duties as requested by program manager.

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 opioids or substance use/substance use disorders.
- Skilled in written and oral communication, including development of materials for grant applications and grant deliverables.
- Skilled in group facilitation methods and ability to work effectively with a wide range of community members ranging from youth to elected officials.
- Skilled in the use of tact, discretion and good judgment in carrying out responsibilities; work reflects sensitivity to persons of various ages, positions, cultures and backgrounds.
- 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 this position. Reasonable accommodations may be made to enable individuals to perform the essential functions of the position.

- Requires ability to drive an automobile and/or have sufficient mobility to access various work locations.
- 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 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. Frequently required to talk, or hear effectively.
- May involve occasional kneeling, squatting, crouching, stooping, crawling, standing, bending, climbing (to stack, store or retrieve supplies or various office equipment or files).
- Lifting and carrying up to 50 pounds occasionally with or without assistance (example: a box of copy paper).

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 Masters 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, *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: _____

Position Description: ***Healthy Communities Specialist***

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Manager Signature: _____ Date: _____

Administrator 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.