



THE COUNTY OF SUTTER Invites Applications for



FINAL FILING DATE:

January 23, 2011

(Postmarks will not be accepted)

HEALTH PROGRAM SPECIALIST LIMITED-TERM W/ BENEFITS \$22.11 – 27.36/Hourly

THE POSITION: Under general direction, plans, implements and coordinates specialized public health programs in wellness and health promotion. The current vacancy is assigned to the Health Division. *The eligible list established from this recruitment may be used to fill any future opening(s) in this class up to nine months.*

JOB DUTIES: Plans, implements, and coordinates assigned health programs (e.g., tobacco control, chronic disease prevention, injury prevention, Public health emergency response, nutrition, child health, and disability prevention programs); conducts community needs assessments for the purpose of health program planning; participates in strategic planning activities; prepares grant applications, comprehensive reports, and various correspondence; designs and delivers health education programs for specific groups such as human service providers, health care providers, and the general public; designs and distributes appropriate health education materials such as pamphlets, flyers, and posters; conducts outreach programs to meet goals and objectives of specific plans; assesses and counsels clients in areas such as diet, health promotion, and behavior change; provides case management for selected high risk individuals; provides extensive coordination and collaboration with area social service agencies serving target populations; designs appropriate health education curriculums; maintains up-to-date referral systems for a variety of programs; provides consultation, advice, networking and support services to county and community organizations as appropriate; gathers information and statistical data; performs research and conducts studies; and disseminates educational information; prepares and publishes newsletters or other educational materials for purposes of community education and promotion of community programs; prepares news releases and special features on assigned health topics; prepares comprehensive reports related to program operations and activities; develops and implements evaluation tools to measure and program effectiveness; operates a computer to enter, modify and review data; reviews various documentation and processes, forwards, or takes other action as appropriate; maintains departmental files and records; maintains inventory of departmental supplies; initiates requests for new or replacement materials; answers the telephone and provides information; responds to requests for information or assistance.

MINIMUM QUALIFICATIONS: The following are the minimum qualifications for this position. Possession of these qualifications does not ensure that an applicant will be interviewed. Applications will be reviewed in comparison with all other applications received.

Knowledge of: The principles and practices necessary to plan, implement, coordinate and evaluate specialized public health programs; the functions and purposes of public, private and volunteer health agencies, and other resources; the principles, methods and materials of public health education and appropriate channels of public information, public relations, and community needs; research techniques; statistical methods, principles and practices; grant development; basic mathematics; standard office equipment and audio/visual equipment; and basic computer applications and techniques.

Ability to: Plan, implement, and coordinate the diverse activities in public health programs; prepare public health informational materials and news releases; define problem areas and collect, interpret, and evaluate data; define and recommend solutions or alternatives; understand and accept differences in human behavior resulting from cultural, financial or other forms of deprivation; establish and maintain effective interpersonal relations with public and private health agencies, staff members, and the general public; communicate effectively both orally and in writing; speak effectively in public; prepare clear and concise reports; maintain accurate records; operate standard office equipment and audio/visual equipment; operate a motor vehicle; and utilize various software programs relevant to the position.

Education and Experience: Equivalent to completion of core course work from an accredited college or university in public health, community health education, or closely related field and one year of professional or administrative work experience. Additional related education or training may be substituted for the required one year of experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

***If you do not possess a Bachelors Degree in a related field, please provide all completed Upper Division core course work by attaching a transcript or by completing the attached form and including it with the application. Core course work for the education requirement is equivalent to approximately 30 semester units of Upper Division courses required for the Major.**

Special Requirements: *Essential duties require the following physical and work requirements:* Requires the ability to maintain mental capacity which allows the capability of exercising sound judgment and rational thinking under varied circumstances; the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; ability to see; ability to hear and communicate orally; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as using a computer, typing, data entry or use of other office equipment or supplies; ability to operate a motor vehicle; involves VDT exposure.

License or Certificate: Must possess and maintain a valid Class C, California State Driver's License for some positions.

The recruitment process for this position includes completing an application, participating in oral interview(s). Please notify the Human Resources Department prior to the final filing date for this position if you believe you have a disability, which would make it difficult to participate in any portion of the recruitment process, and would require reasonable accommodation. Sutter County reserves the right to require medical documentation concerning the need for accommodation. Offers of employment are contingent upon investigation of employment history, references, drug testing, medical review/exam and fingerprinting in addition to other appropriate requirements of the position.

The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Rev. Date: 01-09-12