



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: HEALTH PROMOTION SPECIALIST DATE OPENED: FEBRUARY 9, 2018

DEPARTMENT: FAMILY PLANNING/FCHC - HEALTH DEPARTMENT CLOSING DATE: FEBRUARY 23, 2018

If you have any questions about this position vacancy, call: (406) 751 - 8109.

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: MPEA - Health

FULL TIME

REGULAR  
(YEAR ROUND POSITION)

IF APPLICABLE:  
TRAINING WAGE: \$ \_\_\_\_\_ per \_\_\_\_\_

PART TIME

SEASONAL

STARTING WAGE: \$ 19.18 per Hour

TEMPORARY

SALARY AT:

1 YEAR STEP: \$ 20.14 per Hour

2 YEAR STEP: \$ 20.46 per Hour

3 YEAR STEP: \$ 20.79 per Hour

VISIT [https://flathead.mt.gov/human\\_resources/downloads.php](https://flathead.mt.gov/human_resources/downloads.php) FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

Family Planning Health Promotion Specialists provide clients with the tools, knowledge, and skills they need to make healthy and responsible decisions concerning their sexual and reproductive health. They conduct one-on-one services including sexual health assessments, pregnancy testing, pregnancy options counseling, HIV testing, reproductive health education and case management for people living with HIV. He/She will facilitate reproductive health curriculums and presentations at schools, community based organizations, and other venues throughout the Flathead Valley.

**APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:**

[https://flathead.mt.gov/human\\_resources/apply/](https://flathead.mt.gov/human_resources/apply/)

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

*Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

**Job Title:** Health Promotion Specialist  
**Department:** Health Department  
**Reports to:** Program Director/Executive Director/Health Officer

**Job Code:** 13560  
**Pay Grade:** Health 6  
**FLSA Status:**  Non-Exempt  Exempt

**Department Overview:** The Flathead City-County Health Department is a public health agency providing certain statutorily-mandated services and other contracted services to people who reside in or visit Flathead County. The divisions of the Health Department offering primary prevention services include: Environmental Health Services, Community Health Services, Health Promotion and the Flathead County Animal Shelter. The Health Department offers primary health care services through the Flathead Community Health Center, Flathead Family Planning and Flathead County Home Health. Environmental Health services offered include food safety, water quality and land use development and air quality. Community Health services offered include communicable disease prevention and control, immunization services, maternal, infant and early childhood managed care programs and the Women Infant and Children (WIC) program. Health promotion services offered include cancer screening, tobacco use prevention, injury prevention and public health preparedness. The Flathead Community Health Center is a federally qualified health center and Flathead Family Planning clinic is operated under Title X of the Public Health Service Act. The Flathead Community Health Center and Flathead Family planning provide team based patient centered medical, reproductive, dental and behavioral health care. Flathead County Home Health is a licensed home health care agency offering professional care services to homebound patients.

**Job Summary:** Under the general supervision of either a program director/Executive Director/Health Officer performs work as a Health Promotion Specialist to implement health promotion programs and provide direct client services.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Plans, conducts and evaluates individual and community health promotion programs in specific areas as assigned.
- Collaborates with other health care/education and social service agencies to assist with health promotion/professional education activities conducted by organizations other than the Health Department.
- Represents the Department at a variety of community functions.
- Prepares and or assists with the preparation of grant proposals as requested.
- Plans and facilitates coalition meetings, seminars or other health promotion activities.

- Performs general program activities including report writing and data collection.
- Provides direct care services, including client assessments and case management including education, resource referrals and care planning as needed.
- Documents patient interactions in the appropriate EMR.
- Monitors patient registry reports and provides direct patient contact for follow-up as necessary.
- Assist with development and adherence to Patient Centered Medical Home as applicable.
- Collaborates with local health care providers to assess quality assurance measures for compliance with program standards.
- Performs related duties as required or directed.

**Non-Essential Functions:**

Incumbents may be requested to perform functions relevant to the position but not listed above.

**Physical Demands and Working Conditions:**

The work requires physical exertion such as bending, walking and lifting boxes of files (up to 40 lbs.). The employee may be required to provide service in home settings, which may require climbing of stairs and driving a motor vehicle for transportation.

**Supervision Exercised:** This is a non-supervisory position.

**Knowledge, Skills, and Abilities:**

- Knowledge of principles and objectives of health education, care management and motivational interviewing at both a community and individual level. Knowledge of medical terminology.
- Knowledge of effective communication techniques.
- Knowledge of the operation of personal computers with word processing, spreadsheet, or database applications.
- Working knowledge of client confidentiality, and the ethical and legal requirements of the profession. This will include the HIPAA, HIPAA Privacy Rule and HITECH.
- Skills associated with medical case management.
- Skills communicating effectively in writing and verbally.
- Ability to adhere to HIPAA principals.
- Ability to use appropriate tracking tools generally used in a healthcare/public health setting to include data collection and analysis.
- Ability to design, implement and evaluate community outreach and educational programs.
- Ability to obtain and maintain a valid driver's license with a safe driving record.
- Ability to establish and maintain effective working relationships with those contacted during the course of work; including co-workers, supervisors, other professionals and the public, especially when dealing with sensitive matters.

**Education and Experience:**

Requires a bachelor's of art or science degree in an applicable course of study and one year of experience in providing community health outreach, education, or program development; or any combination of training and experience which indicates possession of the knowledge, skills, and abilities listed.

Action	Date	Reference
Adopted	5/18/2009	Commissioners' Minutes
Revised	10/29/2014	Commissioners' Minutes
Revised	3/24/2016	Commissioners' Minutes
Revised	10/25/2017	Commissioners' Minutes