



<b>WORKING TITLE:</b> PREVENTION SPECIALIST	<b>CLASSIFICATION:</b> MANAGEMENT ANALYST
<b>DEPARTMENT:</b> HEALTH AND HUMAN SERVICES	<b>DIVISION:</b> PUBLIC HEALTH
<b>PAY RANGE:</b> OPEU 20	<b>FLSA CATEGORY:</b> NON-EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 8832
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> MAY 2021

**JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Performs technical and professional level prevention functions including data collection and analysis; prepares studies on performance management issues; prepares reports and develops policies; designs, organizes, implements, communicates, provides advice on, and evaluates the effect of educational programs and strategies designed to support and modify health-related behaviors of individuals, families, organizations, and communities. Performs other tasks as required by the Public Health Manager.

***SUPERVISION RECEIVED:***

Works under the supervision of Public Health Manager.

***SUPERVISION EXERCISED:***

May supervise support or technical employees, volunteers or interns.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Investigates, researches, and collects data related to Community Health Assessment, Community Health Improvement Plan priorities, Prevention Programs and other public health areas of interest.
- Prepares periodic or special reports on performance management within the division.
- Coordinates maintenance of public health performance management systems.
- Works closely with program coordinators to foster an environment of collaboration.
- Provides public information and serve as media liaison within assigned program areas, as necessary.
- Develops and implements specialized informational programs through public presentation in various settings county-wide.
- Organizes, trains, and manages volunteers as needed to meet program objectives.
- Prepares reports and written plans to meet requirements of funding sources and local community groups.

## Management Analyst – Prevention Specialist

- Organizes and otherwise facilitates community meetings as related to program area including, but not limited to, setting agendas, taking meeting minutes, scheduling meeting sites, and other steps necessary to facilitate community collaborations.
- Procures, organizes, and creates public access to educational materials.
- Maintains program information on department website.
- Assists with special health awareness and community-wide prevention projects such as tobacco reduction, immunization promotion, and emergency preparedness.
- Arranges and coordinates community involvement efforts related to the program health topic.
- Prepares evaluations of program activities as required.
- Conducts initial and on-going assessment activities.
- Analyzes data related to county-wide health issues and populations.
- Communicates regularly with Public Health manager and co-workers.
- Writes grant applications as appropriate to the position.
- Other activities as assigned.

### ***SPECIFIC DUTIES AND RESPONSIBILITIES:***

- Works within the division to maintain the division's Performance Management System.
- Performs regular updates on Yamhill County Public Health website program pages.
- Works closely with public health managers, the HHS Director, Health Officer as well as key stakeholders and community members on strategic plan development, and policy development.
- Provides public information and education, technical assistance for community drug-free events and coalitions, environmental and social policy support, substance abuse identification and referral services.
- Coordinates and/or delivers ATODA, Suicide Prevention, and Problem Gambling prevention training for community partners.
- Coordinates Community Health Improvement Plan priorities within program area.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Alcohol, Tobacco and Other Drug Abuse (ATODA) Prevention
- Problem Gambling Prevention interventions
- Suicide Prevention
- Universal (primary or population-level) ATODA prevention interventions
- Public Health Accreditation and Modernization
- Performance Management Systems
- Strategic Planning
- Quality improvement best practices.
- The seven competencies of health education.
- The 10 Essential Services of Public Health.
- Communication techniques, public information, and public speaking methods, materials preparation.

## Management Analyst – Prevention Specialist

- Methods of effecting attitudinal and behavior change.
- Volunteer management and leadership techniques.
- Current public health issues and concerns.

### **SKILL IN:**

- Community health systems development.
- Office machinery, especially computer literacy.
- Interest-based facilitation.
- ATODA-related communication, teamwork, community outreach and engagement, health promotion, program planning, implementation and evaluation

### **ABILITY TO:**

- Lead a system building process.
- Mobilize community partnerships for ATODA and problem gambling prevention.
- Communicate clearly and concisely, both orally and in writing.
- Prepare displays for presentation of visual and written materials.
- Work in a team situation with individuals of varying backgrounds.
- Establish and maintain cooperative working relationships with individuals, whether members of the public, co-workers, or community groups, from diverse groups and backgrounds.
- Recruit, train, and supervise volunteers.
- Attend work as scheduled and/or required.

### **MINIMUM EXPERIENCE AND TRAINING:**

Bachelor's degree in health education, public health, social science or related field required. Master's degree in public health is preferred. Must have experience or academic preparation in ATODA/problem gambling, public health programs; excellent leadership, teamwork and communication skills; proficiency in computer use including databases, Publisher, PowerPoint, or equivalent and basic Microsoft Office software.

### **SPECIAL QUALIFICATIONS REQUIRED:**

CHES or MCHES is preferred.

### **OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

Bi-lingual and bi-cultural proficiency in interpreting and translating in Spanish language is preferred, but not required.

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in an office environment, and uses a computer, telephone, and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Frequent interruptions may be encountered throughout the workday. The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

*The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*