



SILVER THREAD PUBLIC HEALTH DISTRICT POSITION DESCRIPTION

JOB TITLE: Community Mobilizer / Health Educator

FLSA STATUS: Non-Exempt

DEPARTMENT: PUBLIC HEALTH

LOCATION: HINSDALE County Office (Lake City)

PAY RANGE: \$25-\$28/hour (DOE)

Position is full-time (at least 32 hours) and is eligible for benefits

Position is open until September 30, 2026.

To Apply:

Submit the following items to P.O. Box 425, Creede, CO 81130, or via email to mcnurse@silverthreadphd.org

1. Cover Letter
2. Resume
3. [Silver Thread Public Health District Application](#)

GENERAL STATEMENT OF DUTIES:

The Health Educator will collaborate with our Prevention Services staff to fulfill the objectives funded by the State Tobacco Education and Prevention Partnership and Elevating Prevention in Colorado (EPIC). These grants aim to address the risk factors that may lead to increased substance use, including alcohol, tobacco, and other drugs. This position will promote healthy behaviors to help reduce the incidence of preventable chronic diseases. The Health Educator will stay informed about effective tobacco-related initiatives that can positively impact cessation efforts and prevent youth initiation into tobacco use. Additionally, they will support the Colorado Clean Indoor Air Act and worksite wellness initiatives. This position will also involve mentorship from Gunnison County and the West Central Public Health Partnership, with a focus on tobacco strategies, including promoting worksite wellness programs.

ESSENTIAL JOB FUNCTIONS:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The STPHD reserves the right to modify or change the duties or essential functions of this job at any time.

- Stay current on effective and evidence-based tobacco strategies
- Facilitate and/or support the youth tobacco coalition
- Must attend mandatory state-level trainings and meetings as set forth by STEPP (State Tobacco Education Prevention Partnership)
- Develop and maintain media outreach for the tobacco program (web, print, social media, etc.)

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- Implement strategies identified in the tobacco grant's scope of work and tailor them to the community's readiness.
- Must maintain flexibility to incorporate other functions as dictated by various funding sources.
- Prepare and develop prevention education for the community, including but not limited to: presentations, newspaper articles, newsletters, other mailings, leading group discussions, and meetings with key leaders and elected officials.
- Work with the Gunnison County Health Department under the mentorship of their tobacco coordinator.
- Must be willing to help sustain and/or expand program area funding if/when applicable.
- Complete administrative tasks associated with prevention coalition functions, including, but not limited to, planning prevention coalition agendas, disseminating minutes, preparing mailings, providing requested information, and maintaining records.
- Serve as a liaison between funders, local partners, other prevention projects, and service providers.
- Distribute and communicate pertinent information and communications as required. Meet with the Public Health Director at least monthly to review progress and obtain any needed assistance.
- Attend appropriate training as available. Appropriate training would include anything that helps develop the skills needed to perform job duties more effectively.
- Assist Prevention Services Coordinator in hosting and/or assisting with direct services for youth (e.g., Summer Youth Program, after-school groups, parenting programs, etc.).
- Host community forums to present related topics, including the health status of community youth.
- Must complete quarterly and annual reports for funding agencies in a clear, concise, accurate, and timely manner.
- Must become familiar with and adhere to the work plan as outlined in the funding application.
- Must participate in providing insight into feasible work plan options in consecutive years of funding.

MINIMUM QUALIFICATIONS REQUIRED:

Education & Experience: A **baccalaureate degree** in a field related to youth development, public health, community development, nonprofit management, behavioral sciences, or education; at least **two years of related experience** (which may include a combination of work and education); must pass a background check.

REPORTING RELATIONSHIPS:

This position reports to the Public Health Director.

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KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of or ability to learn policies and procedures, overall program functions, and general individual responsibilities within the program.
- Will need to become familiar with the Elevating Prevention in Colorado (EPIC) and the Strategic Prevention Framework models for building coalitions and for preventing substance abuse and juvenile delinquency.
- Ability to gather, analyze, interpret, and organize data, as well as provide trend analysis reports.
- Ability to work closely and effectively with youth, co-workers, board members, supervisors, and funders.
- Ability to work with minimal supervision and exercise independent judgment and a high degree of initiative within established procedures.
- Ability to read and interpret a wide range of complex rules, regulations, and other materials.
- Ability to communicate both verbally and in writing in a clear, concise manner.
- Ability to manage time effectively.
- Group facilitation skills.
- Knowledge and understanding of risk reduction and prevention among youth.
- Must have a basic understanding of community health prevention theory and practice.
- Must be a team player and participate in various other public health functions to support the agency's work across all areas of community development.

SCOPE OF INTERPERSONAL CONTACTS:

Relationships are with the general public, youth, parents, supervisors, the Community Prevention Coalition, and Lake City Community School.

MATERIAL AND EQUIPMENT USED:

- Telephone
- Fax
- Copy Machine
- Computer, printer, scanner
- Calculator
- Various software systems
- Car

WORK ENVIRONMENT:

Work is confined to a standard office environment with some overnight travel.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

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Mobility:

- Work requires sitting at a desk for long periods.

Lifting:

- Must be able to lift 20 pounds.

Dexterity:

- Handles, seizes, holds, grasps, turns, or otherwise works with the hand or hands.
- Fingers, pick up, pinches, or otherwise work primarily with the fingers rather than with the whole hand or arm.

Vision:

- Close vision (clear at 20 inches or less).
- Distance vision (clear at 20 feet or more).
- Color vision (ability to identify and distinguish colors).
- Peripheral vision (ability to observe an area visible up and down or to the left or right while the eyes are fixed on a given point).
- Depth perception (three-dimensional vision, the ability to judge distances and spatial relationships).
- Ability to adjust focus (the ability to adjust the eye to bring an object into sharp focus).

Communication:

- Ability to communicate clearly and concisely, both verbally and in writing.

Licenses

- Must possess a valid Colorado driver's license.

CONFIDENTIALITY:

- Ensure discreet handling of all business
- Adhere to HIPAA guidelines
- Legally required to maintain client privacy

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The Prevention Services Coordinator position is funded through various grant sources. The Prevention Services Coordinator is to follow policies as set forth by Hinsdale County, Silver Thread Public Health District, and its Board of Health, as well as those stated in state, federal, and foundation granting contracts.

I _____ acknowledge that I have received a copy of the current job description for my position with Hinsdale County. I understand the job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the employer's needs and the job's requirements change.

Signature

Date