

SILVER THREAD PUBLIC HEALTH DISTRICT

JOB TITLE: HEALTH EDUCATOR and SENIOR RESOURCE COORDINATOR

FLSA STATUS: Non-Exempt

DEPARTMENT: PUBLIC HEALTH

LOCATION: Hinsdale County Office

PAY RANGE: \$22-\$25/hour (DOE)

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

Position is open until filled

To Apply:

Submit the following items to P.O. Box 277 Lake City, CO 81235; or via email to

tara@silverthreadphd.org

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

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 hiring entity reserves the right to modify or change the duties or essential functions of this job at any time. This job description relies on competitive funding sources and scopes of work may be subject to change and/or not always guaranteed.

GENERAL STATEMENT OF DUTIES

This is a combined position that incorporates the job functions of Health Educator and Senior Resource Coordinator.

The Health Educator will work in collaboration with our Prevention Services staff to fulfill the scope of works funded under State Tobacco Education and Prevention Partnership as well as the Communities Organizing for Prevention. The goal of these grants is to address risk factors that would increase engagement in substance use including alcohol, tobacco and other drugs. This position will work to increase healthy behaviors in order to reduce preventable chronic diseases. This position requires staying abreast of effective tobacco related initiatives that will have a positive impact on cessation, youth initiation, as well as support the Colorado Clean Indoor Air Act and worksite wellness initiatives. This position will receive mentoring from Gunnison County and the West Central Public Health Partnership to address tobacco strategies including worksite wellness initiatives.

The Senior Resource Coordinator helps connect the population 60 yrs+ to services, programs and resources necessary for maintaining independence in the home as long as possible. This portion of the position is funded through Region 10 Area Agency on Aging and follows policies and procedures set forth through the State Unit on Aging and Older Americans Act. This position will assist in developing, implementing and seeking opportunities for seniors ages 60+ as well as disabled adults, providing options counseling which includes public assistance applications, keeping them up-to-date with current events and information, finding and linking this population with necessary services and/or programs, and various other duties as delineated in the scopes of work from various granting agencies if/when applicable.

SUPERVISION RECEIVED:

This position reports directly to the Public Health Director

SUPERVISION EXERCISED:

None

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

HEALTH EDUCATOR (Hinsdale and Mineral service area)

- Stay current on effective and evidence-based tobacco strategies
- Facilitate and/or support youth tobacco coalition
- Must attend mandatory state level trainings and meetings as set forth by STEPP (State Tobacco Education Prevention Partnership)
- Develop, maintain media outreach for tobacco program (web, print, social media, etc)
- Implement strategies as identified by tobacco grant scope of work and tailor them according to community readiness
- Must maintain flexibility to incorporate other functions as dictated by various funding sources.
- Prepare and develop prevention education for the community to include but not limited to: presentations, newspaper articles, newsletters, other mailings, leading group discussions and meeting with key leaders and elected officials
- Work with 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

SENIOR RESOURCE COORDINATOR (Hinsdale service area)

- Program services will include providing information and assistance for consumers, options counseling, and required program reporting
- Provide service coordination for seniors, disabled adults and their families to include information and referrals for local, regional state and national resources
- Work with community agencies to facilitate coordination of senior services
- Explore and seek funding opportunities to enhance senior services and activities
- Communicate upcoming local, regional, and state senior events and educational opportunities with seniors
- Represent senior issues and concerns and serve as a senior advocate at local, regional and state levels
- Provide options counseling for seniors and adult disabled clients
- Coordinating senior meal program as funding allows
- Participate with Public Health staff to conduct community wide public health and human services events
- Responsible for monthly, quarterly and yearly reports required by granting agencies and submitting copies to the supervisor
- Other duties as assigned including additional activities made possible through additional program funding
- Attend appropriate trainings and professional development opportunities as available
- Must attend mandatory state level trainings and meetings as set forth by Region 10 Area Agency on Aging
- Develop, publish and maintain media outreach for senior services (web, print, social, etc.)
- Must maintain flexibility to incorporate other functions as dictated by various funding sources
- Prepare and develop education for the community to include but not limited to: presentations, newspaper articles, newsletters, other mailings, leading group discussions and meeting with key leaders and elected officials
- Must be willing to help sustain and/or expand program area funding if/when applicable

GENERAL OFFICE DUTIES

- Other general office duties may be required to assist with various other granting requirements and as part of office team culture.

GENERAL JOB FUNCTIONS

- Keep personal area clean and neat
- Assist in keeping common areas tidy
- Assist Public Health staff as needed
- Monthly report of activities associated with essential job functions.
- Follow the Silver Thread Public Health District Policy Manual for employees

- Attend employee required meetings
- Work in conjunction with county staff concerning reporting and budget requirements

MINIMUM QUALIFICATIONS REQUIRED:

A. Education and Experience

High School education or equivalent is required

B. Preferred Requirements:

- Baccalaureate degree in a field related to aging population, public health, community development, nonprofit management, public administration or education
- At least two years of related experience working in a field related to job functions, e.g. health and human services, community development, prevention
- Grant writing skills preferred to maintain and expand funding sources

C. Special Requirements:

- NIMS and ICS Training: 700.a, 100.b, 200, 300
- Must be able to complete online courses relevant to each position and complete scopes of work for current contracts
- Skill in using databases, spreadsheets, software packages (such as Word, Excel, Power Point) and web-based reporting and meeting systems
- Must have current CO Driver's license
- A pre-employment background check

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to read and comprehend complicated procedures, regulations, grant requirements, etc.
- Ability to work with various socio-economic groups, ages, generations, small and large groups
- Ability to solve practical problems and deal with variables
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to evaluate information accurately and effectively and to apply interpretation of federal, state and local regulations
- Ability to work closely and effectively with co-workers, regional and state staff, and the general public
- Ability to work closely and effectively with co-workers to provide excellent customer service
- Ability to plan, organize, and facilitate meeting/events
- Ability to collect, organize, and analyze data
- Ability to read and interpret a variety of complex rules, regulations, and other materials
- Considerable knowledge of the use of community resources and the ability to coordinate and collaborate with health care providers serving the community
- Exercise a high degree of initiative within established procedures and with minimum supervision
- Mature judgment; ability to make quick and responsible decisions
- Knowledge of or ability to learn departmental policies and procedures, overall department functions, and general individual responsibilities within the department
- Professional written and verbal communication skills
- Effective time management
- High level of interest to enhance the health and lives of the Mineral and Hinsdale Counties
- Skills in collaborating with multiple stakeholders
- Fluency with basic computer skills including Gmail, Google docs, and other Google workspace tools
- Fluency in English is required. Additional languages spoken are helpful
- Commitment to upholding and pursuing [health equity](#) through all programming and services

SCOPE OF INTERPERSONAL CONTACTS:

The general public, county, regional, state, and federal agency officials, nurses, doctors

MATERIAL AND EQUIPMENT USED

- The individual must be able to **operate a computer**, telephone, calculator, copier, fax machine

WORK ENVIRONMENT:

- Office-based work with the ability to serve the community within the parameters of public health services which may fall outside of this job description. Attend meetings and training in and outside of the community. Some overnight travel required.
- Travel is required on a regular basis to cover health inspections for both counties

PHYSICAL DEMANDS:

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

Mobility:

- Work requires agility and some physical strength
- The functions of this role are conducted in both an office and community environment

Lifting:

- Must be able to lift 50 pounds.

LICENSES

- Must have a valid Colorado Driver's License. Must be able to operate a vehicle on mountain roads in inclement weather.

CONFIDENTIALITY

- Assure discreet handling of all business
- Adhere to HIPAA policy
- Legally required to maintain the privacy of all clients

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 Health Educator and Senior Resource Coordinator position is funded through various granting sources. The Health Educator and Senior Resource 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 Silver Thread Public Health District. I understand 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 and requirements of the job change.

Signature

Date