

# GRANT COUNTY

County Courthouse  
P.O. Box 37  
Ephrata, WA 98823  
(509) 754-6060



# HEALTH DISTRICT

1038 W. Ivy Avenue  
Moses Lake, WA 98837  
(509) 766-7960

## POSITION DESCRIPTION

**TITLE:** Healthy Communities Specialist (Health Educator I/II)  
**REPORTS TO:** Community Public Health Manager  
**LOCATION:** Moses Lake, WA  
**DATE:** 12/28/2011

**Open until filled. First review of applications will occur on January 20, 2011**

The Grant County Health District is hiring one individual to serve as a Healthy Communities Specialist. The selected individual will be classified as a Health Educator I or II based upon education and experience.

### **DEFINITION:**

The Healthy Communities Specialist provides support to Community Public Health programs. These programs include Access to Baby and Child Dentistry (ABCD), Immunization, Tobacco, Maternal Child Health, Communicable Disease and Healthy Communities. The position also provides back up to Public Health Associate staff in Moses Lake and Ephrata.

### **ESSENTIAL FUNCTIONS:**

Conducts outreach and education for ABCD and Tobacco Programs;

Participates in community events including health fairs and Safe Kids;

Manages assigned databases;

Participates in grant writing;

Provides back up to Public Health Associates in Moses Lake and Ephrata offices including customer service, filing and food worker card testing;

Conducts Direct Observed Therapy (DOT) for Tuberculosis Program;

Assists in Immunization clinics;

Enters notifiable conditions into PHIMS and prepares investigation folders;

Coulee City - Electric City - Ephrata - George - Grand Coulee - Hartline - Krupp - Mattawa - Moses Lake - Quincy - Royal City - Soap Lake - Warden - Wilson Creek

Develops social media to promote public health;

Prepares assigned reports and manages assigned contract deliverables; and

Conducts special projects as assigned.

**OTHER RESPONSIBILITIES:**

Serve as part of the District's Incident Command System during an emergency; and

Other duties as assigned.

**KNOWLEDGE AND ABILITIES:**

Knowledge of: principles of public health; health education; effective communication; and Microsoft Office.

Ability to: work independently and in a team environment; problem solve; exercise best professional judgment; prepare reports; effectively communicate with colleagues and stakeholders; and represent the Health District on local, regional and State levels.

**MINIMUM QUALIFICATIONS:**

Bachelors degree in Public Health, Health Education or related field

Or

Two years of community health, health outreach, health education or public health experience.

**PREFERRED QUALIFICATIONS**

Masters Degree in Public Health or related field

Bilingual in Spanish

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

This position is non-exempt. The workweek is normally 8-5, 5 days per week but may be adjusted based on District needs.

Work is both performed in the field and in an office setting; and

Physical requirements of job include speaking, hearing, seeing, sitting, walking, stooping, standing, lifting up to 50 pounds, writing, and driving; use of hands to finger, handle, feel or operate objects and equipment; reach with hands and arms.

Position is represented by Teamsters Local #760.

**SALARY AND BENEFITS:**

Health Educator I: \$3,144.13 – \$4,087.38 per month depending on qualifications

Coulee City - Electric City – Ephrata – George - Grand Coulee – Hartline – Krupp – Mattawa - Moses Lake – Quincy -  
Royal City - Soap Lake – Warden - Wilson Creek

Health Educator II: \$3,493.85 – \$4,541.89 per month depending on qualifications

Benefits: Insurance coverage includes health, dental, vision, life, and EAP for employee and dependents, as well as retirement benefits for the employee. Employee pays portion of premium.

**APPLICATION**

Submit cover letter, resume and Grant County Health District Employment Application. Application can be found at <http://www.granthealth.org/employment.html>

Questions can be referred to:  
Jefferson Ketchel, Administrator  
[jketchel@granthealth.org](mailto:jketchel@granthealth.org)  
(509) 754-6060 Ext. 26