



MARION COUNTY
invites applications for the position of:

Health Educator 3 - Communicable Disease Services

Reopened for Additional Qualified Applicants

SALARY: \$19.62 - \$26.29 Hourly

OPENING DATE: 10/21/11

CLOSING DATE: Continuous

DESCRIPTION:

DURATION OF RECRUITMENT:

This recruitment has been reopened to allow additional qualified applicants to apply. If you applied previously, you do not need to submit a new application. This recruitment will remain open until sufficient qualified applications are received, and may close at any time without further notice.

GENERAL STATEMENT OF DUTIES:

Plans, organizes and implements health education programs for specific populations served by the Health Department. This may include providing intervention services, technical support and other professional services to the public and private medical communities.

SUPERVISION RECEIVED:

Works under the direction of a supervisor who assigns and reviews work for conformance to department policy.

SUPERVISION EXERCISED:

Supervision of employees is not a responsibility of positions within this class; however, exercises lead responsibility over other staff in lower classifications with closely related duties.

TYPICAL DUTIES:

Immunization Promotion/Education:

- Plans, develops, coordinates, and implements a strong immunization health education and promotion system for Marion County's children and adult populations in concert with the immunization supervisor and public health staff.
- Staffs and facilitates the All Marion Immunization Coalition (AMIC) and Adult Immunization Coalition (AIM) to promote coordinated immunization services and education in Marion County
- Researches best practice for immunization programs; recommends those practices for implementation.
- Writes grants for immunization services, prepares reports for agency awarding grants.
- Coordinates assessment of immunization health education and promotion needs. Develops plans for ongoing health promotion and education and assures implementation and evaluation of those programs.
- Coordinates, develops, and monitors School Immunization Law services and Immunization

- education to schools, children's facilities, physicians, other professionals, and the public
- Monitors school and children's facilities to assure compliance with the Oregon Immunization Law and takes action to encourage deficient facilities to come into compliance.
- Gathers data and completes reports as required by the Oregon Health Division.
- Provides training and education to schools, children's facilities, staff, and immunization providers, and community members.
- Coordinates publicity and media releases to promote immunization awareness
- Assesses nursing and clerical staff training needs and provides/coordinates training in order to facilitate attainment of immunization goals
- Provides leadership and training to nursing staff in areas of Vaccines For Children (VFC) and 317 eligibility, school exclusion process.

Immunization Program Coordination:

- Coordinates, develops, and monitors immunization clinic activities in concert with immunization supervisor to include:
 - Producing monthly immunization clinic calendar; setting clinic appointment slots; Scheduling flu and other special clinics and coordinating training for flu clinic staff and volunteers providing the Flu, Pneumonia and Tetanus/Diphtheria vaccines.
 - Acting as liaison to delegate Agencies: ordering vaccines, monitoring agency monthly vaccine reports, visits to perform annual delegate agency review and periodically delivers vaccine.
 - Working with schools, providers and staff to complete Tuberculosis clearance for students.
 - Coordinating clinic systems and systems improvement e.g. vaccine and records management, clinic flow, safety, quality. This involves review of systems, setting of quality outcomes, development of changes with input of immunization staff, monitoring to assure that routine quality assurance activities occur according to established schedule, and reporting of quality outcomes.
 - Driving to off-site clinics; setting up clinics
 - Communicating identified program needs to Supervisor and Administration.
 - Writing and updating immunization clinic policies, procedures, and protocols in coordination with immunization supervisor
 - Interviewing, with Supervisor, registered nurse (RN) applicants for temporary positions and making recommendations for hire.
 - Providing input to Supervisor regarding staff performance evaluations

Partnerships:

- Promotes good communication with community partners regarding department services and community needs. Communicates community needs to Health Department leaders to enhance service provision.
- Acts as liaison to Department of Human Services (DHS) immunization staff. Attends annual Coordinators Conference.
- Acts as liaison to other MCHD staff and programs.

Other duties:

- May provide surge capacity for Epidemiology program.
- Holds Incident Command System (ICS) role of Clinic Coordinator at Point of Dispensing Clinic.
- Assists with record review during school exclusion.
- Creates staffing schedule including: coordination of vacation and sick day coverage; and staffing of special and community based clinics.

Emergency Response:

- In the event of a public health emergency, reports to work as directed and performs role assigned by the Health Department Director or designee.
- May be required to work an extended or flexible schedule and to perform duties outside of those regularly assigned.

REQUIREMENTS FOR THE POSITION:

EXPERIENCE AND TRAINING:

1. Graduation from an accredited four year college or university with specialization in education, public health, health, nursing, sociology, psychology or social sciences AND two years experience as an educator or in other professional employment dealing with the development and promotion of programs; OR
2. Graduation from an accredited four year college or university with a minor in education, public health, health, nursing, sociology, psychology, or social sciences, AND 2.5 years related experience; OR
3. Graduation from an accredited four year college or university AND three years experience in education, public health, health, nursing, sociology, psychology, or social sciences; OR
4. Any satisfactory equivalent combination of education, training and/or experience relevant to the position.

NECESSARY SPECIAL REQUIREMENTS:

- College transcripts (official or unofficial) must be attached to the application form. Credit for college education will not be given without attached transcripts.
- Must possess a current driver's license in the applicant's state of residence and an acceptable driving history. Marion County will obtain a copy of the driving record for all qualified applicants from Driver and Motor Vehicle Services.
- Final candidate must provide own transportation and must provide and maintain proof of personal automobile liability insurance, at a minimum, in the amount required by Oregon Law (ORS Chapter 806).
- Work schedule: Monday - Friday, day shift with flexibility depending upon department needs.
- This is a full-time position which is eligible for overtime.
- It is a Marion County Health Department policy that a criminal history background check be conducted on all new employees.
- This position may be subject to the following: Must not be excluded from participation in the federal health care programs (Medicaid, Medicare and other federally funded programs that provide health benefits); AND must not be excluded from participating in federal procurement (Federal Acquisition Regulation) and non-procurement activities (Executive Order No. 12549).
- The final candidate selected for this position may be required to pass a drug screen.

KNOWLEDGE, SKILLS AND ABILITY:

Thorough knowledge of the objectives, principles, theories, and practices of health education and the organization and functions of public health; knowledge of the basic life sciences, sociology, community and social organization, and of modern educational theory, literature and techniques; ability to practice successful negotiation and persuasion skills; strong communication skills; ability to effectively conduct investigations by interviewing, verifying facts, and documenting information; ability to organize, plan, stimulate and make constructive evaluations of public health education curricula, programs, methods and accomplishments, and to organize and advise professional, educational, official and private groups on educational needs; ability to lift at least 40 pounds.

BEHAVIORAL EXPECTATIONS:

Complies with Health Department behavioral expectations, county and department policies, procedures and regulations; uses technology tools, such as computers and other hardware and software programs, as adopted by the county and the department to conduct and discharge

department and service area business and to maintain, collect and report client and service information; provides backup and support to co-workers; utilizes universal precautions when performing job tasks that increase risk of exposure to blood or body fluids; establishes and maintains professional and effective working relationships with customers, co-workers and other agencies; maintains punctual and regular attendance; participates fully as a member of a team; participates fully as support to a service area(s); participates in employee training and orientation; provides training to co-workers as requested; maintains licenses/credentials as required; performs other job duties as assigned by supervisor.

PHYSICAL REQUIREMENTS:

Drives a motor vehicle to clinics and other agencies and maintains an acceptable driving history; carries up to 3 lbs. for 20 feet; operates a keyboard; speaks with a clear and audible voice; reads an 8pt font on medication vials; hears a normal speech level; frequent use of telephone and e-mail to communicate.

EQUAL EMPLOYMENT OPPORTUNITY: All qualified applicants will be considered without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, or sexual orientation. To ensure the broadest range of services to individuals with disabilities, Marion County is prepared to make necessary arrangements. Please call at least two (2) working days in advance for services.

This announcement is meant only as a descriptive recruitment guide and is subject to change. Further, it does not constitute either an expressed or implied contract.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.co.marion.or.us/bs/hr/jobopenings>

PO BOX 14500
Salem, OR 97309
(503) 566-3949

humanresources@co.marion.or.us

Position #517-1
HEALTH EDUCATOR 3 - COMMUNICABLE DISEASE SERVICES
REOPENED FOR ADDITIONAL QUALIFIED APPLICANTS
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**Health Educator 3 - Communicable Disease Services
Reopened for Additional Qualified Applicants Supplemental Questionnaire**

- * 1. Health Educator: Describe your qualifications, which will contribute toward your success in this position. Your answer must be supported by details in the education and/or work experience sections of your application form.

- * 2. Health Educator: Describe your experience in the following areas: a) Program development; b) Program planning; and c) Program evaluation. Your answer must be supported by details in the education and/or work experience sections of your application form.

- * 3. Describe your experience working with data. Your answer must be supported by details in the education and/or work experience sections of your application form.

- * Required Question