

POSITION: Program Manager – Health Promotion

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

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Posting # 3122-0119ksa

REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

GRADE: 510

STARTING SALARY: Step A, \$25.50 – Step G, \$29.40 per hour / \$2,046.40 - \$2,352.00 Bi Weekly
Salary will be determined upon experience and or education

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: February 7, 2019

CLOSING DATE: February 28, 2019

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months
For additional information see the job description at - - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Under general guidance and direction of the Health Promotions Director, performs professional health education activities in Utah County. This lead-performance level oversees programs and provides training and leadership to Health Education Technicians and Health Educators.

DUTIES INCLUDE:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Schedule and coordinate the work of personnel assigned to the program; provide training and ensure work is completed accurately and efficiently; monitor performance and provide input for performance appraisals and staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.
- Prepare and write grants to secure funding for health promotion programs; monitor funds and conditions of awarded grants to ensure compliance is maintained and funding continues; submit reports and other documentation as required.
- Represent the Health Department on committees and boards that develop public health education policy, codes, rules, laws, and regulations.
- Serve as an expert resource in the Health Promotion Program; standardize program planning procedures; recommend policy implementation and program changes to the division director; coordinate activities with state, federal, and local agencies.
- Perform all duties of Health Education Technicians and Health Educators as needed to ensure effective operation of the division and/or assigned program(s) including designing, implementing, and evaluating school curricula, clinic education, and community classes, multimedia and Web 2.0 initiatives, etc.; participate in car seat checks and serve as a wellness coach as assigned.
- Respond to public health emergencies as required by the department or division administration; carry provided pager, cellular phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone at home.

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Tobacco Prevention and Control / Health Promotion Programs

- Oversee budget and expenditures for multiple tobacco programs (i.e. compliance checks, community collaboration, Centers for Disease Control, Master Settlement Agreement).
- Attend tobacco hearings / compliance check hearings for stores that illegally sold tobacco during a compliance check and follow up to ensure assessed fines get paid.
- Coordinate with the Division of Environmental Health on alleged complaints of the Utah Indoor Clean Air Act to ensure proper enforcement of state law.
- Oversee and provide leadership for other health promotion programs as assigned.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of basic supervisory techniques

Knowledge of program planning, implementation and evaluation

Knowledge of health education theory and principles

Knowledge of the principles of human behavior modification

Knowledge of public health terminology, methodology, organization, and practices

Skilled in basic website development software (depending on assignment)

Ability to establish and maintain effective relationships with those contacted during the course of work activities

Ability to write technical reports, develop curriculum, make presentations, and objectively evaluate program effectiveness

Ability to supervise and provide leadership in a team environment

REQUIREMENTS FOR EMPLOYMENT:

Required Education and Experience

1. Bachelor's degree in a field related to community health, health promotion, or public health.
2. Five (5) years of health education work experience.
3. Equivalent combinations of education and experience may also be considered.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Incumbent must obtain, and thereafter maintain, certification as a Certified Health Education Specialist (CHES) during the probationary period for new hires or during the trial period for promoted County employees. Said trial/probationary period shall not exceed twelve (12) months.
2. Incumbent must successfully complete Basic Public Information Officer Training within one (1) year of employment in this classification.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.