

JOB ANNOUNCEMENT

POSITION: HEALTH PROMOTION MANAGER

Posting# 3122-0914md

REQUIRED ATTACHMENTS TO APPLICATION:

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

STARTING SALARY: Step 37, \$1,714 bi-weekly - \$21.43 per hour *plus benefits package*
Step increase available after completing probation and annually thereafter.

OPENING DATE: August 26, 2014

CLOSING DATE: September 10, 2014

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:

Schedules and coordinates the work of personnel assigned to the program; provides training and ensures work is completed accurately and efficiently; monitors performance and provides 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.

Prepares and writes grants to secure funding for health promotion programs; monitors funds and conditions of awarded grants to ensure compliance is maintained and funding continues; submits reports and other documentation as required.

Serves as an expert resource in the Health Promotion Program; standardizes program planning procedures; recommends policy implementation an program changes to the division director; coordinates activities with state, federal, and local agencies.

Responds to public health emergencies as required by the department or division administration; carries provided pager, cellular phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone at home.

Oversees the budget and expenditures for multiple tobacco programs (i.e. compliance checks, community collaboration, Centers for Disease Control, Master Settlement Agreement).

EVALUATION AND SELECTION FACTORS INCLUDE:

Basic Knowledge of: Supervisory techniques.

Considerable Knowledge of: Program planning, implementation and evaluation, health education theory and principles; the principles of human behavior modification; public health terminology, methodology, organization, and practices.

Basic Skill in: Website development software (depending on assignment).

Ability to: Establish and maintain effective relationships with those contacted during the course of work activities; write technical reports, develop curriculum, make presentations, and objectively evaluate program effectiveness; supervise and provide leadership in a team environment.

REQUIREMENTS FOR EMPLOYMENT:

Bachelor degree in a field related to community health, health promotion, or public health and five (5) years of health education work experience. Equivalent combinations of education and experience may also be considered. *Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy.* **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

LICENSURE/CERTIFICATIONS:

Applicant must possess a valid current driver's license and obtain a valid State of Utah driver's license within 60 days of employment. 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. Incumbent must successfully complete Basic Public Information Officer Training within one (1) year of employment in this classification.

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 Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel 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 Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.