



Program Manager – Health Promotion

Job Description

Department: Health
Position: Career Service
Grade: 510
Supervisory: Yes
Reports to: Health Promotions Director

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.

Essential Functions

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

1. 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.
2. 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.
3. Represent the Health Department on committees and boards that develop public health education policy, codes, rules, laws, and regulations.
4. 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.
5. 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.
6. 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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Job Code: 3122

Job Title: Program Manager – Health Promotion

FLSA: Non-Exempt

Effective Date: 1/16/2019

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Supervisor

Additional Essential Functions Specific to Assignment

Tobacco Prevention and Control / Health Promotion Programs

1. Oversee budget and expenditures for multiple tobacco programs (i.e. compliance checks, community collaboration, Centers for Disease Control, Master Settlement Agreement).
2. 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.
3. Coordinate with the Division of Environmental Health on alleged complaints of the Utah Indoor Clean Air Act to ensure proper enforcement of state law.
4. Oversee and provide leadership for other health promotion programs as assigned.

Electronic Resources / Public Information

1. Assess and coordinate Health Department website for education, information dissemination, and interactive needs for all Health Department divisions and programs.
2. Develop comprehensive information and education pages on the website based on the needs of Utah County clients and the department.
3. Perform as backup for the Public Information Officer when needed including establishing mechanisms for tracking and monitoring message dissemination and exposure, media coverage, audience reaction and feedback; and changing communication issues and practices.
4. Oversee and provide leadership for other health promotion programs as assigned.

Knowledge, Skills, and Abilities

- 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

Supervisory Responsibility

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

Work Environment

Work is generally performed in an office or other environmentally controlled room but is occasionally performed for sustained periods outdoors which may include hot, cold, or inclement weather. Work occasionally exposes incumbent to contagious or infectious diseases and may occasionally require the

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use of protective devices such as masks, goggles, and/or gloves. Work occasionally exposes the incumbent to high-stress situations including contact with the public in uncomfortable, confrontational, and emotionally charged circumstances. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. Works for sustained periods of time maintaining concentrated attention to detail. The employee is required to type, file and lift supplies or objects up to thirty (30) pounds. The employee frequently drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

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.

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3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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