



Administrative Assistant 2/Public Health Educator 1

1101 West College Avenue • Spokane, WA 99201-2095 (phone) 509.324.1506 • (fax) 509.324.3604 • (TTY) 509.324.1464

**Spokane Regional Health District is a "Tobacco Free" Workplace*

*An Equal Opportunity, ADA Compliant Employer
Veterans and persons of disability encouraged to apply*

EMPLOYMENT BULLETIN: JOB #17-30

OPENS: May 12, 2017

CLOSES: Extended to Friday, May 26, 2017, or until sufficient applications are received

DIVISION: Community and Family Services

PROGRAM: Neighborhoods Matter

SCHEDULE: This bulletin will be used to fill one regular full-time (40 hrs./wk.) (.5FTE as AA2 and .5FTE as PHE1) position in our Community & Family Services Division – Neighborhoods Matter and Weaving Bright Futures programs. This registry may also be used for any additional Administrative Assistant 2/PHE1 positions with similar qualifications which may occur in the next 6 months.

SALARY RANGE: Admin. Assistant 2 is \$13.40 to \$17.11 per hr.; Public Health Educator 1 is \$19.91 to \$25.41 per hr. This is the full salary range for these positions (not including longevity steps). Starting salary will generally be \$13.40/hr. for the Admin. Assistant 2 position and \$19.91/hr. for the Public Health Educator 1 position.

REQUIRED APPLICATION DOCUMENTS (incomplete applications or those missing required documents may not be considered):

- Fully Completed SRHD Application
- Cover Letter
- Background check form
- Resume

POSITION DESCRIPTION: Administrative Assistant 2 (AA2)

- Perform a variety of complex administrative support activities that contribute to the effective operations of the Neighborhoods Matter and Weaving Bright Futures programs as well as the projects that fall under each one. The Administrative Assistant also provides back up support within Community and Family Services.

POSITION DESCRIPTION: Public Health Educator 1 (PHE1)

- Provides community education services to support and advance the work of Neighborhoods Matter and Weaving Bright Futures. The PHE will assist in the implementation of projects that: 1-support the social-emotional health of families and the communities in which they live; 2- address the role of the built environment, particularly housing and public spaces, to the well-being of families and communities; and, 3) promote equitable opportunities.
- The PHE 1 will do this through presentations, information distribution, events and through working with various community based organizations and community residents.

MINIMUM QUALIFICATIONS: AA2

Required Education/Experience:

- High School Graduate or GED
- 2 yrs. experience, with moderate database skills, limited task supervision, emphasizing intensive public contact, customer service, and involving general office work processes and use of office technology

Licensure/Certification:

- Valid motor vehicle license and current auto insurance.

MINIMUM QUALIFICATIONS: PHE1

Required Education/Experience:

- Bachelor’s Degree in Community Health, Health Education, Public Health or closely related field

Licensure/Certification:

- Valid motor vehicle license and current auto insurance.

For a detailed position description and application form, visit us at www.srhd.org or contact the office of Human Resource Services by mail or phone. Please see reverse side for additional application information.

This position is represented by Professional and Technical Employees Union

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Knowledge, Skills and Abilities Specific to this AA2 position:

General Administrative Support

- Ability to actively participate in team meetings and assist the team in prioritizing, organizing and coordinating program activities; provides appropriate recommendations to supervisor.
- Ability to perform various functions that ensure the smooth operations of various programs and projects including: taking minutes at various meetings with a high degree of accuracy; proofreading for formatting, spelling or grammatical errors; reading, writing and interpreting documents and routine reports and correspondence; and, interpreting a variety of instructions furnished in written or oral form with strong attention to detail.
- Ability to prepare and complete forms, documents, letters, reports, templates, presentation materials, slides from rough draft, written or verbal instructions or from correspondence.
- Ability to prioritize tasks and function independently.
- Ability to identify issues and concerns, and take action as appropriate to classification.
- Ability to maintain own skills set by continuing education and in program, division and agency committees, meetings and trainings.
- Ability to solve practical problems and deal with a variety of variable in situation where only limited standardization exists.
- Ability to type 50 wpm, net, efficiently and accurately.
- Ability to work a flexible time schedule; occasional early morning and evening meetings as well as weekends.
- Knowledge and ability to comply with agency, divisional and program policy and procedures
- Knowledge of mathematical concepts such as fractions, percentages, and ratios.

Customer Service

- Ability to utilize appropriate methods for interacting sensitively, effectively and professionally with persons from diverse cultural, socioeconomic, educational, racial, ethnic and professional backgrounds and persons of all ages and lifestyle preferences.
- Demonstrates good listening skills.
- Demonstrates good punctuation/grammar/spelling skills and strong verbal/written communication skills to effectively interact with people in person or on the telephone.
- Knowledgeable of appropriate use of interpretation services and translation materials.

Technology

- Ability to effectively operate office equipment which may include computers (tablets and desktop computers), printers, facsimile machines and other data entry machines.
- Demonstrates proficiency in Microsoft Office Products (Word, Excel, Outlook, SharePoint).
- Ability to quickly learn and become proficient in a variety of internal applications such as KIPHS, NOVATime, Docuware, etc.
- Ability to enter and retrieve data from computer database applications.
- Ability to provide input regarding procedures, equipment and systems within the Division as requested.

Emergency Response

- Ability to assist during an emergency response event, in a clerical support capacity.
- Competent in using communication equipment that will be required in an emergency situation
- Knowledgeable of and able to describe the general public health role in responding to an emergency

Knowledge, Skills and Abilities Specific to this PHE1 position:

- Knowledge of community organizing and small and large group processes preferred
- Ability to present material effectively to a variety of groups from a variety of social and economic backgrounds
- Works effectively with community leaders and residents
- Applies public health science and makes sound judgments and recommendations based on this science
- Ability to utilize reflection techniques when meeting with community members, community partners, the Neighborhoods Matter and Weaving Bright Futures teams and other SRHD staff

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- Knowledgeable of research and demonstration projects that seek to improve the health of communities and determine new ways to address health issues
- Assumes responsibility for own learning and practice including staying informed of current public health developments especially those related to population-based approaches to maternal and child health
- Ability to be flexible in the planning and implementation of program activities to adequately respond to the needs of the neighborhood and families
- Ability to receive and analyze feedback from community members, community partners, Neighborhoods Matter and Weaving Bright Futures team members and other SRHD staff including the Executive Leadership Team on the effectiveness of said programs and one's role in them
- Strong written/verbal communications skills to interact effectively with people; good punctuation/grammar/spelling skills
- Knowledge of computer databases and spreadsheets
- Knowledge of Microsoft Office products such as Word, Excel, Outlook, Access and SharePoint

MAJOR RESPONSIBILITIES: AA2

- Acts as project coordinator on major administrative projects
- Researches, interprets, prepares and maintains a variety of information and documents requiring knowledge of specific program requirements and terminology
- Works with other departments and partner agencies to research or coordinate work assignments
- Gathers and compiles information and prepares reports and analyses as assigned
- Coordinates and organizes meetings, activities, and functions: schedules rooms, assumes notification of participants, arranges for necessary equipment and supplies
- Maintains office supplies for programs as well as submits appropriate purchasing requisitions
- Greets and directs visitors to the appropriate person
- Maintains compliance with HIPAA regulations and assures client confidentiality
- Develops and maintains office procedures manual for own position
- Assists PM4 in organizing convening's on joint projects with partner agencies.
- Acts as project coordinator for events such as Night Out Against Crime, Safety and Wellness Fairs, Play and Learn sessions, and other program related events
- Researches funding opportunities and submits funding applications for various projects within Neighborhoods Matter
- Tracks revenues and expenditures for various events/projects.
- Provides information to the public, community partners and other employees by phone or in person regarding Neighborhoods Matter
- Actively participates in discussions on the implementation of Results Based Accountability with the Neighborhoods Matter program and the various projects that fall under it. Assists staff in tracking outcomes.
- Supports program staff with gathering and entering data as needed.
- Actively participates in discussions with program staff – PM4 and PHN2's on how to implement populations based services
- Collaborates with program staff on the implementation of Results Based Accountability for Weaving Bright Futures. Assists in tracking outcomes
- Supports program staff with gathering and entering data as needed.
- Works with PM4 on the standardization of a training component for Weaving Bright Futures. This may include creating tracking documents, compiling curricula, creating and compiling evaluations, and scheduling related trainings.
- Disseminates interoffice mail agency wide and processes outgoing mail when requested
- Assists in the development of general office procedures and processes and adheres to these policies and procedures
- Participates in program division and agency meetings
- Provides backup for PassWord daily attendance/notification
- Provides back up support for other AA's as needed/requested
- Adheres to agency chain of command in a n emergency response situation
- Conducts "just in time" training for staff in a public health emergency as needed/requested.

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- Recognizes deviations from the norm in daily work that might indicate a significant problem or emergency and takes appropriate action.

MAJOR RESPONSIBILITIES: PUBLIC HEALTH EDUCATOR 1

- Works with the Neighborhoods Matter team to conduct outreach with community partners on projects we are working on including affordable and quality housing, and safe, healthy and resilient neighborhoods.
- Works with the Neighborhoods Matter team on efforts to improve the built environment including the redesign for Rochester heights Park in northeast Spokane. Specifically, the PHE 2 will research and assist in writing funding applications for various redesign items for Rochester Heights Park
- Gathers and organizes relevant materials for the work of Neighborhoods Matter, particularly on the built environment, and equitable opportunities.
- Develops and maintains effective working relationships with community organizations, public agencies, local government, schools and neighborhood residents in order to increase program effectiveness and provide for maximization of efforts.
- Works with the Weaving Bright Futures team to organize events to promote healthy relationships
- Participates in as well as takes the lead role, when needed, in planning meetings and trainings to advance efforts to promote social emotional health among populations
- Gathers and organizes relevant materials to promote the social emotional health in communities.
- Works collaboratively with the Neighborhoods Matter team to promote and implement policies to improve the health of communities.
- Promotes awareness of health inequities and health disparities impacting low-income communities, refugees and immigrants and the impact this can have on children and their life-long health.
- Actively participates in efforts to assess feasibility of proposed projects as well as evaluate outcomes of projects
- Adheres to agency chain of command in an emergency response situation
- Recognizes deviations from the norm in daily work that might indicate a significant problem or emergency and takes appropriate action.

ENVIRONMENTAL FACTORS AA2:

- Work is indoors and mainly sedentary with long hours sitting or standing, keyboarding on a computer
- Communication skills to interact effectively with people
- Ability to comprehend and process verbal and written communication
- Visual acuity to read small print
- Ability to discern colors
- Ability to bend, twist, stoop on an occasional basis
- Ability to lift or carry up to 25 pounds on an occasional basis
- Ability to type, file, and complete forms with or without accommodation

ENVIRONMENTAL FACTORS PHE 1:

- Work is indoors and mainly sedentary with long hours sitting or standing, keyboarding on a computer
- Communication skills to interact effectively with people
- Ability to work outdoors in various climates (rain, snow, wind, sun, etc.)
- Ability to comprehend and process verbal and written communication
- Visual acuity to read small print
- Ability to discern colors
- Ability to bend, twist, stoop on an occasional basis
- Ability to lift or carry up to 25 pounds on an occasional basis
- Ability to type, file, and complete forms with or without accommodation
- Ability to operate a vehicle or otherwise access multiple sites in a timely manner

The work environment characteristics described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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