



# Public Health Educator 2 (PHE2) - Project Outreach Educator - Breast, Cervical and Colon Health Program

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 #17-45

**OPENS:** July 7, 2017

**STATUS:** Project

**CLOSES:** Extended to Friday, August 18, 2017  
or until sufficient applications have been received

**PROGRAM:** Breast, Cervical and Colon Health

**DIVISION:** Health Promotion

**SCHEDULE:** Full Time (40 hr./wk.)

*This registry may also be used for any additional PHE2 positions with similar qualifications which may occur in the next 6 months.*

This project position is part of a multi-year initiative that is currently funded through June 30, 2019.

**SALARY RANGE:** \$3451.24 – 4404.78 per month. This is the full salary range for the position (not including longevity pay). Starting salary will normally be \$3451.24/mo. Position includes a generous benefits package.

**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:

- The purpose of this position is to reduce breast, cervical and colon cancer among low-income, underserved populations in the nine-county region of Eastern, WA. The primary focus of this position is to increase cancer risk reduction awareness and behaviors through education, program outreach, and community partnerships. This position requires understanding of program goals, policies, procedures, functions and public health approaches. This position requires significant autonomy, is expected to function independently, and to use initiative and independent judgment on most matters.

### MINIMUM QUALIFICATIONS:

<b>Required Education</b>
<ul style="list-style-type: none"> <li>Master's Degree in Community Health, Health Promotion, Health Education, Public Health, or a closely related field</li> </ul>
<b>Experience</b>
<ul style="list-style-type: none"> <li>Two years of experience in Community Health (or a Bachelor's degree involving the major study as outlined above three years of experience in Community Health)</li> </ul>
<b>Required Licensure/Certification</b>
<ul style="list-style-type: none"> <li>Valid motor vehicle license and current auto insurance or access to transportation on a daily basis.</li> </ul>

For a detailed position description and application form, visit us at [www.srhd.org](http://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

### Knowledge of:

- Health principles/teaching and medical terminology
- Social and economic issues of the target population
- Program services
- Community organization and small and large group processes, public health theory and methods

### Skills and Abilities:

- Ability to work with various communications media
- Lead community groups
- Establish and maintain effective working relationships with a wide variety of people and diverse populations
- Speak and write clearly and effectively resulting in good communication and reports
- Plan, implement and evaluate health promotion programs
- Promote the public health principles and policies of the Spokane Regional Health District
- Develop and present materials effectively to a variety of groups from a variety of social and economic backgrounds
- Organize tasks and projects and establish priorities
- Gather pertinent facts and statistically reduce and evaluate health and medical data to assess community health needs and program effectiveness
- Work effectively with medical and educational leaders in the community
- Travel to various locations within the nine-county region and to state meetings
- Work with minimum supervisions
- Contribute to quality proposals for grants and other special funding
- Implement office procedures, practices and policies
- Learn and utilize program software
- Adhere to performance measures as established by the program manager.

## MAJOR RESPONSIBILITIES:

### Community Outreach and Education:

- Assess and evaluate community health education needs; work with SRHD Data Center, program staff and DOH to identify regionally specific underserved populations, gather data related to knowledge, attitudes and behaviors related to cancer risk reduction in the target population, and identify trends to assess and adjust potential impact for programming.
- Identify, plan and coordinate education and outreach activities, conferences and meetings to increase cancer risk reduction awareness, and behaviors among hard-to-reach/high risk populations; engage CHWs from minority populations to increase understanding and delivery of culturally appropriate services.
- Distribute information and provide education on risk reduction for breast, cervical and colon cancers and program resources to target locations across the nine-county service area.

### Health Systems:

- Develop and maintain effective working relationships with medical clinics and community organizations to address structural barriers for the target population to obtain cancer screening and diagnostic services, communicate program services for eligible adults; partner to promote systems that support cancer risk reduction; partner with organizations and internal programs to enhance efforts that utilize community health workers.
- Partner with SRHD programs and external organizations to identify and implement opportunities for wellness and education activities that address cancer risk reduction and preventative behaviors.

### Public Communications:

- Assess communication needs that address cancer risk reduction for target population; develop promotional and educational materials for use in marketing, trainings, community education, and organizational/medical systems.
- Work with communications team to develop and promote cancer risk reduction education and program resource to target audiences through social media, social marketing, and traditional media methods; update and maintain program website to ensure timely and relevant information

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### Client Services:

- Provide individual education and information; refer or enroll clients in program as needed
- Serve as back-up to Data/Case Coordinator for customer service and client navigation needs
- Provide excellent customer service, communicate effectively with other staff, and answer program questions from the public

### Administrative:

- Serve as program lead and primary DOH representative for community outreach and education; participate in state calls and meetings
- Serve as back-up to Data/Case Coordinator for data entry and billing authorizations
- Document activities, complete reports, and contribute to grant applications
- Participates in staff meetings and program planning
- Other duties as assigned

### ENVIRONMENTAL FACTORS:

- Indoors, sedentary with up to 6 hours/day sitting or standing
- Outdoors, with 2 hours/day walking or standing
- 2 hours/day keyboarding or typing at a computer terminal
- Communication skills to interact effectively with people
- Comprehend and process verbal communication
- Visual acuity to read small print
- Ability to navigate client sites (unpaved walkways, stairs, narrow hallways, etc.) on an occasional basis
- Ability to bend, twist, stoop on an occasional basis
- Ability to lift or carry up to 25 pounds on an occasional basis
- 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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