



Health Program Specialist 3 – Program Coordinator

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 #17-50

OPENS: August 11, 2017

DIVISION: Health Promotion

SCHEDULE: Full-time (40 hr./wk.) regular.

This registry may also be used for any additional HPS3 positions with similar qualifications which may occur in the next 6 months.

SALARY RANGE: \$4207.32 - \$5369.78 per month. This is the full salary range for the position not including longevity pay. Starting salary will normally be \$4207.32 per month. Position includes a generous benefits package.

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

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

POSITION DESCRIPTION:

- The overall purpose of this position is to increase healthy behaviors within the low-income, SNAP-eligible population to reduce food insecurity, health inequalities and preventable chronic disease.
- The primary focus of this position is to provide program coordination and consultation to local SNAP-Ed agencies and projects within the 10 counties of Region 1 to insure deliverables are met.
- This position requires a strong understanding of program goals and requirements, project management, and public health approaches. This position requires significant autonomy, is expected to function independently with minimal guidance, and to use initiative and independent judgment on most matters.

MINIMUM QUALIFICATIONS:

Required Education/Experience:	
<ul style="list-style-type: none"> • Master’s degree in Public Health, Nutrition, Exercise Physiology, Community Health, Health Education, or closely related field. • Three years of relevant program experience, or Bachelor’s degree with 5 years’ experience. 	
Desired Education/Experience:	
<ul style="list-style-type: none"> • Experience working with low-income individuals, providing direct participant health education to individuals and/or in a classroom/group setting; managing and monitoring program requirements for quality assurance; addressing social determinants of health inequities as a means to improve healthy behaviors; developing and implementing policy, system and/or environmental change strategies to support improved health; working in a USDA grant, CDC healthy community grant, or another USDA Nutrition Program. 	
Required Licenses:	
<ul style="list-style-type: none"> • Requires a valid motor vehicle license and the ability to access multiple sites in a timely manner 	
Required Immunizations	
<ul style="list-style-type: none"> • MMR (Measles, Mumps, Rubella) • Tdap (Tetanus, Diphtheria, Pertussis) • Varicella (Chicken Pox) 	<ul style="list-style-type: none"> • Hepatitis B (recommended, not required) • Influenza
Required Knowledge, Skills and Abilities:	
<ul style="list-style-type: none"> • Knowledge of public health principles and program services. • Knowledge of social and economic issues of the target population; ability to work with diverse populations in an open-minded, approachable manner. • Ability and skills to address health inequities as they relate to program priorities. 	

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- Knowledge of policy, system, and environmental change strategies.
- Knowledge or ability to understand social marketing approaches.
- Ability to promote the public health principles and policies of the Spokane Regional Health District.
- Ability to work effectively with organizational leaders in the community.
- Ability to effectively utilize project management techniques, organize tasks and projects and establish priorities.
- Ability to establish and maintain cooperative and effective work relationships.
- Knowledge of community organization and small and large group processes, public health theory and methods.
- Ability to speak and write clearly and effectively resulting in good communication and reports.
- Knowledge and skills to develop and present materials effectively to a variety of groups, and work with various communications media.
- Ability to plan, implement and evaluate health promotion programs.
- Ability to gather pertinent facts and statistically reduce and evaluate health and medical data to assess community health needs and program effectiveness.
- Ability to engage and facilitate group processes.
- Ability to contribute to quality proposals for grants and other special funding.
- Ability to implement office procedures, practices and policies
- Knowledge or ability to learn spreadsheets, databases and online learning and reporting systems
- Ability to travel to various locations within the 10 counties of Region 1 and to state meetings.
- Ability to work with a minimum of supervision.
- Ability to implement office procedures, practices and policies.
- Ability to learn and utilize program software.
- Ability to adhere to performance measures as established by the program manager.

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.

MAJOR RESPONSIBILITIES:

Regional Coordination

- Develops and maintains working knowledge of SNAP-Ed Guidance, federal regulations, state policies and procedures, and Food and Nutrition Service (FNS) expectations. With the oversight of a Program Manager, interprets program guidelines and requirements for application within the region.
- Coordinates strategic program planning and implementation of policies, procedures and methods to accomplish regional program objectives; collaborates on regional and statewide efforts. Facilitates regional partnership development through engagement and coordination of collective impact efforts; plans, organizes and coordinates Steering Committee meetings.
- Develops and maintains working relationships with local project personnel and community partners; creates and strengthens cross sector alliances and partnerships with stakeholders to identify opportunities for collaboration on strategies that benefit the target population.
- Works to develop and implement contractual agreements, and assists with budget development, to ensure SNAP-Ed goals and objectives are met within the region.

Local Project Support

- Serves as primary contact for local projects, providing ongoing consultation that is timely, respectful, and meets the needs of each local project, resolving issues as needed. Assures activities are carried out in accordance with funding requirements and meets project goals and objectives.
- Provides assistance to local project leads for project and budget development and implementation on nutrition and active living best practices, behavior change methods, and policy, systems and environmental change. Identifies and analyzes program trends and training needs; develops and facilitates processes to implement for local projects.

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- Organizes and coordinates local project calls, meetings, and trainings. Coordinates activities with those of other related departments or agencies. Facilitate input and sharing from local project teams and relevant partners.

Program Monitoring

- Monitors sub-contracted agency locations and other program projects to ensure program requirements, contract compliance. Conducts site visits, in collaboration with program manager and program staff.
- Tracks and compiles program performance data and information from local projects. Prepares regional reports to meet DSHS and FNS expectations.
- Assists with data and statistical information gathering, and program evaluation efforts. Helps to insure implementation of quality improvement strategies for both the regional and individual local projects.

Administrative

- Participates in and contributes to statewide meetings and contractor site visits. Serves as back-up for program manager to DSHS. Assists with federal grant application needs.
- Assists to monitor program budgets.
- Maintains effective internal information and tracking systems for local projects and program system needs.
- Provides excellent customer service and effective public communications.
- Represent SRHD/programs on boards and committees at local and state-wide level, as assigned
- Participates in staff meetings and program planning
- Other duties as assigned

ENVIRONMENTAL FACTORS:

- Indoors, sedentary with 6 hours/day sitting or standing
- Outdoors, with 1 hours/day walking or standing
- 4 hours/day keyboarding or typing at a computer terminal
- Ability to work outdoors in various climates (rain, snow, wind, sun, etc.)
- Ability to navigate client sites (unpaved walkways, stairs, narrow hallways, etc.) on an occasional basis
- Communication skills to interact effectively with people
- Comprehend and process verbal communication
- Visual acuity to read small print
- 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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