

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Health Promotion Coordinator**

**POSITION NUMBER:** HA1078C

**FLSA STATUS:** N

**DEFINITION:**

Under general supervision, this position, in cooperation with Health Department personnel, volunteers and grant subcontractors; builds relationships and implements grant strategies with community-based organizations, worksites, healthcare providers and policy makers. This position plans, organizes and develops effective health promotion and education programs through a variety of grant initiatives by providing education, leadership and direction to related staff and partners and working cooperatively with management staff and state and federal officials. Performs other duties as required. This position supervises the Public Health Educator. This position is supervised by the Community Health Outreach and Planning Division Manager.

**WORK PERFORMED**

- 25% Program Coordination.** Provides coordination with all agencies and subcontractors involved in select grant programs. Develops and implements work plans. Plans and develops health and wellness presentations, educational displays and workshops for audiences of varied ages, education and professional backgrounds. Ensures communication channels with grant partners. Presents information and reports to community partners as required. Collaborates with other health and social service agencies in the community in an effort to improve health and nutrition status in the community.
- 25% Program Management.** Develops, implements, coordinates and evaluates the work of subcontractors in implementing grant work plans. Leads the collaborative team, working closely with staff and subcontractors, to implement and apply various key measures. Collects, maintains and manages data related to health education activities. Researches and promotes best practices related to health promotion activities. Works with policy makers to adopt policies that promote healthy choices. Performs assessments to determine the effectiveness of health policy strategies.
- 20% Outreach Activities.** Conducts presentations and workshops for the community to educate and inform on public health-related issues and Health Department services. Includes traveling to offsite locations to conduct presentations, staff health fairs and workshops, as well as flexible scheduling of events to accommodate requests from the public. Serves as liaison to outreach area providers and partner organizations to ensure increased program participation.
- 10% Program Analysis And Reporting.** Ensures monthly and quarterly program and financial reports are received from all subcontractors. Analyzes these reports for accuracy and adherence to grant standards. Compiles and analyzes program and financial information and submits grant reports according to agreed upon schedules. Establishes outcome measures and monitors compliance.
- 10% Program Support.** Assists with the maintenance and distribution of Health Department materials and health information materials in the community. Assists in the preparation and editing of health information materials. Assists with maintaining library of printed and audiovisual materials. Assists with grant preparation and reporting as applicable.

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**10% Supervision.** Supervises the Health Promotion Specialist with respect to accountability for performance and behavior including approval of absences to conform with personnel needs, discipline of employees, staff development and training, completion of performance evaluations and other personnel related functions. Participates in the hiring and promotional process. Instructs staff on proper completion of tasks. Inspects and reviews work of staff to ensure that projects are complete. Establishes work schedules and assigns work. Checks work procedures and products.

**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

- Public health theory, practice and administration.
- Science-based public health practices.
- Principles of social/policy change or community change.

**Ability to:**

- Establish, develop and maintain working relationships with clients, co-workers, community agencies, professional groups and the general public.
- Ensure successful implementation of the Health Promotion program of work including early detection, quality of life, prevention strategies and worksite wellness.
- Work a flexible schedule to accommodate requests for presentations from the public and be willing to travel as needed to accommodate the requests.
- Communicate effectively, both orally and in writing, using the English language.
- Present information clearly and accurately before small and large audiences.
- Demonstrate basic computer skills and have the ability to learn and utilize updated computer applications.
- Demonstrate initiative in planning, conducting and promoting Health Department programs and services.

**PHYSICAL REQUIREMENTS**

N-Never      O-Occasional (1%-33%)      F-Frequent (34%-66%)      C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching		X			Sitting			X		Driving		X		
Pushing/Pulling		X			Bending		X			High Elevation	X			
Climbing	X				Reaching		X			Unprotected Heights	X			
Throwing	X				Lifting		X			Around Moving Machinery	X			
<b>ARMS</b>					Carrying		X			Driving Automotive Equipment	X			
Reaching		X			Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting		X			Twisting		X			Cramped Body Position	X			
Pushing/Pulling		X			Squatting		X			Sustained Positions	X			
Carrying		X			Turning		X			Noise Levels (Excessive)	X			
Throwing	X				<b>LEGS/FEET</b>					Electrical Hazards	X			
<b>EYES</b>					Walking			X		Slippery Surfaces	X			
Near Vision			X		Standing			X		Work Above Ground	X			
Far Vision		X			Sitting				X	Work Below Ground	X			
Color Vision				X	Carrying		X			Irregular Surfaces	X			
<b>VOICE</b>					Climbing	X				Moving Objects	X			
Talking				X	Jumping	X				In High Volume Traffic		X		

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<b>EARS</b>				Turning	X			Exposure to Marked Changes in			
Hearing			X	Lifting	X			Temperature and Humidity	X		

**EQUIPMENT USED**

Personal Computers                      Fax Machine                      Photocopiers                      Scales  
Printers                                      Projectors                              Telephone                              Blood Pressure Cuff

**MINIMUM QUALIFICATIONS**

Bachelor’s Degree from an accredited college or university in Health Promotion, Health Education, Public Health, Community Health, Health Science or related field.

Two (2) years experience in education, program planning and promotion.

Required to submit two (2) writing samples (which may include but not limited to brochures, flyers, training programs, grant narratives).

Valid Driver’s License and able to operate County-owned vehicle (HR2013-2).

HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

**SPECIAL REQUIREMENTS**

Required to complete National Incident Management System (NIMS) 700 and Incident Command System (ICS) 100-200 within six (6) months of employment.

Required to pass a pre-employment physical and drug screen.

Required to lift up to thirty (30) pounds.

After a conditional offer of employment, the applicant must pass a pre-employment physical and drug screen.

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This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

\_\_\_\_\_  
Employee's Signature / Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administering Supervisor's Signature / Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority's Signature / Printed Name

\_\_\_\_\_  
Date

Created: 12/2012  
Revision History: 01/2018