



UMATILLA COUNTY POSITION DESCRIPTION

Department: UCo Health

Position Title: Prevention Equity Coordinator

Employee Name: _____

Effective Date: _____

Job Series: Community Health Systems Developer **Salary Range:** 23
Union Covered: Yes **BOLI Exempt:** No

GENERAL DESCRIPTION OF POSITION

The Prevention Equity Coordinator leads implementation of UCo Health's efforts to improve equity in local health promotion and chronic disease prevention programs through local policy, systems, and environmental changes. Collaborates with community and statewide partners to engage in planning and coordination activities. Promotes available public health resources to community partners. Works to protect and improve the health of Umatilla County residents through prevention and outreach activities.

SUPERVISORY RELATIONSHIPS

The Community Health Systems Developer is a member of the Community Health Team. This position works under the direct supervision and assignment of the Community Health Supervisor. Supervision of employees is not a responsibility of this position.

PRINCIPAL DUTIES OF POSITION

- Assessing, developing, implementing and monitoring progress for local prevention equity efforts; collaborating with local and statewide partners to set goals for program success and evaluating existing plans. (EE)
- Complete workplan activities and reporting processes for assigned programs including but not limited to Tobacco Prevention & Education Program (TPEP) (EE)
- Work to support UCo Health and Community Health Team objectives. (EE)
- Provide support to groups and coalitions spearheaded by UCo Health. (EE)
- Develop and maintain collaborative professional relationships with Community Health team members, UCo Health staff, community partners, and key stakeholders (EE)
- Participate as an active member in applicable networks and coalitions, such as Statewide TPEP Coordinator Network and Healthy Communities Coalition (EE)
- Coordinate training and event logistics (EE)
- Assist with grant applications and the acquisition of funds for approved project proposals. (EE)
- Submit written plans in a timely manner and in conformance with any authorizing agency requirements; prepare minutes, agendas, memos, correspondence and narrative reports as may be required. (EE)
- Assist in outreach to hard-to-reach populations to obtain input for health planning activities and in increasing the UCo Health's level of cultural competency as an organization (EE)
- Collect and analyze data to proactively determine community needs to support the health of the community and to promote public health programs. (EE)
- Gather and analyze data, maintain accurate records, and prepare clear, concise reports. (EE)

- Participate in occasional after hours or weekend events as needed to include health fairs, community clinics, and public health emergencies. (EE)

OTHER DUTIES OF POSITION

- Actively promote the mission of the department and advancement of the strategic plan. (EE)
- Refer community members to other community services and linking to health resources as needed. (EE)
- Accreditation duties: actively participate as an accreditation team member, maintain a basic knowledge of Quality Improvement (QI) based on the Plan-Do-Check-Act (PDCA) model, and actively serve on QI teams and/or identify processes for improvement, as assigned. (EE)
- Utilize media to enhance resources for community projects. (EE)
- Investigate disease reports in an attempt to control and reduce outbreaks and potential outbreaks. (EE)
- Consult with health providers in the community as needed for the purposes of infection prevention. (EE)
- Proactively provide resources to the community when a public health or community emergency is occurring to prevent disease from occurring. (EE)
- Other duties as may be assigned. (EE)

REQUIREMENTS FOR POSITION

Minimum Requirements:

- Bachelor degree in public health, public administration, natural sciences, or related field from an accredited program ; **OR** any combination of education and experience related to public health practice, community health, engaging community partnerships, cultivating relationships across diverse communities or other relevant fields as determined by the hiring authority may be substituted for the degree.
- 1+ years program coordination experience
- Ability to be intuitive, work independently, and as part of a team.
- Possess good verbal and written communication skills.
- Possess a valid driver's license with a satisfactory driving record.
- Must successfully pass a background check and drug screen.

Preferred Qualification:

- Graduate degree in public health or a related field from an accredited program
- Bilingual in Spanish
- 1+ years experience engaging stakeholders and presenting to decision makers

This position under State of Oregon mandates is required to provide proof of full COVID-19 vaccination or have an approved medical or religious exception as a qualification of employment.

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

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

TOOLS AND EQUIPMENT USED

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

WORK ENVIRONMENT

The work environment characteristics described here 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 job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature/Date