



Cow Creek Government Office

Position Description

Position Title: Public Health Community Specialist

Department: CCH & WC

Reports To: Pamela Gutman

FLSA Designation: Non Exempt

Date Written/Revised: 06/02/2020

POSITION PURPOSE:

A Public Health Community Specialist is responsible for the communication and education of public health-related topics and other community health concerns, as designated by the Cow Creek Tribe. Public Health Community Specialist will gather data from a particular community events or members and aid in the evaluation of data against health policies, assistance of the Cow Creek Health and Wellness Centers Public Health programs, and coordinate with other people involved in that field, including Oregon Health Authority, county level health agencies, and the Northwest Portland Area Indian Health Board Tribal Epidemiology Center.

Under the direction of Public Health Improvement Manager the Public Health Community Specialist will perform administrative and/or tribal health program services, including but not limited to program implementation, interviewing or contacting community members, coordinating services for community members, data collection for public health programs and related duties as assigned.

ESSENTIAL FUNCTIONS:

Public Health Community Specialist should be able to:

- Provide the community with health materials (like posters, infographics, pamphlets, etc.), while communicating effectively and with compassion, to educate the target audience and make sure that they fully absorb the information provided.
- Collect data in a precise systematic way, data entry, and provide support (as needed) on presentation or report development to other Public Health team members.
 - a. Work with other departments within the Tribe on Public Health initiatives and data collection
 - b. Finding solutions about the data gathered from a particular community members.
- Understand techniques to monitor and provide individual management plan regarding social, economic, cultural, and other issues impacting the tribe.
 - a. Cooperate well with others and foster tribal relationships.
 - b. Coordinate with the partnered organizations or persons of authority.

- Coordinate Health Emergency Preparedness efforts within the PH Assessment.

QUALIFICATIONS:

- Bachelor's level degree in Public Health, Health Education, Social Work, Psychology or closely aligned field required.
- Two years of experience working within Public Health, Health or related field.
- Advanced user in Microsoft Office Package (Outlook, Excel, Word, Teams, and PowerPoint).
- Strong Problem-solving skills.
- Excellent communication skills and the ability to fully instruct the others or target audience about the public health material. Persons with patient relations or interviewing experience are strongly encouraged to apply.
- Ability set well defined and realistic personal goals, while displaying a high degree of ingenuity.
- Must be highly organized and motivated, and keep information collected organized accurately and precisely identify priorities.
- Must demonstrate discretion, tact, knowledge, judgement, and overall ability in working effectively with federal, tribal and other professionals and facilitating participation and partnership in activities of the program.
- Must be sensitive to cross-cultural differences, and able to work effectively within their context.
- Must be able to travel, as requested.
- Must have a Current Valid Oregon Driver's License.