



## PARK COUNTY POSITION DESCRIPTION

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### I. POSITION IDENTIFICATION

**Work Unit:** Public Health

**Supervisor:** Public Health Nursing Supervisor

**Current Classification:**

**Pay Grade: I6**      \$15.60-23.39

**Title:** Health Promotion & Outreach Specialist

**Non-Exempt**

**FULL time**

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### II. ASSIGNED DUTIES AND TASKS

**Position overview:**

**TOBACCO PREVENTION SPECIALIST:** The Health Promotion & Outreach Specialist will serve as The Tobacco Use Prevention Specialist (TUPS) for Park County and is responsible for the planning, implementation, and evaluation of Park County Tobacco Use Prevention Program activities to meet the goals and objectives of the Annual Work Plan in coordination with the Montana Tobacco Use Prevention Program (MTUPP) grant, this grant funds 50% of this position.

**COMMUNITY MENTAL HEALTH AWARENESS:** Position is responsible for increasing understanding of mental illness and to decrease stigma community wide through education & outreach, leveraging partnerships and community engagement to increase impact and reach.

**WELLNESS:** Position is responsible for facilitating Park County Employee Wellness activities as well as engaging in community wide wellness efforts in partnership with significant community stakeholder groups to empower community members to make healthy choices.

**DISASTER and EMERGENCY PREPAREDNESS:** Position is responsible for Spontaneous Volunteer Coordinator representing the health department during training and actual events.

**All duties below are essential functions unless otherwise indicated. Duties of the position are not all inclusive and subject to change.**

#### **A. TOBACCO PREVENTION SPECIALIST**

1. To work collaboratively with diverse local organizations and community members to promote tobacco free lifestyles and policies to achieve the goals of decreasing tobacco use, nicotine addiction, and secondhand smoke exposure in Park County.
2. To fulfill all the grant obligations and adheres to the fiscal, evaluation, and record keeping requirements of the Montana Tobacco Use Prevention Program (MTUPP) grant.
3. To develop and implement the annual Park County Tobacco Use Prevention Program Work Plan objectives and activities.

4. To communicate regularly with the MTUPP Contract Liaison, provides up-to-date reporting, attends required meetings, and submits invoices as directed.
5. To maintain high level of knowledge about tobacco issues and acts as a resource for healthcare providers and other community members and organizations.
6. To develop and maintain collaborative relationships with diverse community organizations, businesses, and individuals to accomplish program objectives. Organizes and facilitates regular meetings with community partners.
7. To increase public awareness and support of tobacco use prevention and cessation through the creation and distribution of newsletters; submittal of press releases and ads to local media outlets; and, conducting presentations to professional groups, decision makers, and the public.
8. To educate local businesses and organizations about secondhand smoke and the Montana Clean Indoor Air Act to enhance compliance.
9. To assist local organizations, agencies, and businesses with the development and implementation of policies that support tobacco use prevention.
10. To work with local schools and/or youth groups to engage students in youth advocacy activities in the schools and community.
11. To promote tobacco cessation and the services of the Montana Tobacco Quit Line.
12. To serve as role model for tobacco free lifestyle.

## **B. COMMUNITY BEHAVIORAL HEALTH AWARENESS**

1. To increase community capacity for understanding and identifying Behavioral Health through best practice programs and education.
2. To serve on and when appropriate facilitate applicable boards and committees that focus on Behavioral Health.
3. To build and maintain collaborative partnerships with community stakeholders such as school districts, medical providers, local businesses and City of Livingston to develop and implement policies and programing with focus on Mental Health.

## **B. WELLNESS**

1. To plan and implement wellness program for Park County Employees in collaboration with Human Resources.
2. To serve on and when appropriate facilitate applicable boards and committees that focus on individual and community health and wellness.
3. To provide education and outreach to improve the culture of health in Park County.
5. To build and maintain collaborative partnerships with community stakeholders such as school districts, medical providers, local businesses and City of Livingston to develop and implement policies and programing with focus on Health & Wellness.

### **C. DISASTER AND EMERGENCY PREPAREDNESS ACTIVITIES**

1. To complete FEMA IS-700, ICS-100 online courses within 6 months of employment and ICS-200, ICS-300 course within one year of employment.
2. To enroll online in DPHHS TCC and logs trainings into established account.
3. To participate in trainings and exercises as requested by supervisor.
4. To function as Spontaneous Volunteer Coordinator during public health emergency trainings and actual events. Attends trainings that relate to emergency Spontaneous Volunteer Coordination duties.

### **E. OTHER DUTIES AS ASSIGNED**

Performs other duties as assigned by Public Health Nursing Supervisor. This includes special projects and a variety of other functions as needed.

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### **III. KNOWLEDGE**

This work requires the knowledge of educational techniques, motivational interviewing, the ability to communicate effectively with people from all educational, cultural and economic backgrounds, knowledge of health and family assessment, knowledge of local resources, and coordination of services. Defensive driving in all road conditions. Must be familiar with basic medical terminology, and fundamental medical and legal guidelines. Knowledge of addiction and recovery as it relates to tobacco and other addictive substances. Proficient ability to facilitate meetings and conduct presentations to professional groups and the public. Must be able to operate a computer, have skills in word processing, data entry and specialized programs as necessary. Must be able to operate fax, copier and cell phone. Ability to work a flexible schedule (infrequent evening and weekend work and the ability to travel overnight on occasion).

#### **Education and Experience**

Minimum of a Bachelor of Science or Arts Degree in Health Promotion, Community Health, Education or Nursing, preferably with a Public Health emphasis. One-year experience in public health. Experience working with youth and high need population is preferred.

#### **Certificates, Licenses, Registrations**

Current Montana Driver's License

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### **IV. ACCOUNTABILITY**

This position is accountable for providing public health promotion and outreach services through public health outreach. Comply with the requirements of PHEP. Comply with requirements of Montana Tobacco Use Prevention Program (MUTPP) grant. Follow and give input for budgets, assist with grant applications and grant/contract reporting as necessary.

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### **V. CONFIDENTIALLY**

The position requires handling non-public confidential information. The person in the position acknowledges the confidential nature of non-public information. Consistent with applicable policy and guidelines, this position will respect and safeguard privacy and the confidential nature of information in accordance with Montana state law, without limiting the general nature of this commitment. The person in the position hereby acknowledges that the person understands that in this context, confidential information is considered all non-public information that can be personally associated with an individual.

If in the course of executing job responsibilities, the person in the position accidentally access information that others might consider inappropriate for this position to access, the person in the position will notify the person's supervisors of the date and time of the access. If a question arises at a later time, it will be understood that the access was accidental. The person in the position will not disseminate any such information.

By signing this Position Description, the undersigned hereby acknowledges reading and understanding this section regarding confidentiality and agrees to abide by the terms and conditions set forth herein. Violation of confidentiality may warrant disciplinary action, up to and including, suspension, demotion or termination of employment.

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**VI. INDEPENDENCE OF ACTION**

This position plans and carries out most assignments independently, and uses judgment and initiative to solve problems. Work objectives and priorities are defined by PHEP, MUTPP and Montana Department Public Health and Human Services.

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**VII. PERSONAL CONTACTS**

This position has contacts with the public, county personnel, elected officials, department heads, community services representatives and clients in order to be responsive to questions and inquiries regarding the PHEP, Tobacco Prevention Program and community mental health & wellness programs.

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**VIII. WORK ENVIRONMENT/PHYSICAL DEMANDS**

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 functions.

The noise level in the work environment is usually moderate.

The functions of this position require flexibility and willingness to travel to meetings throughout Park County.

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**IX. APPROVAL AND DATE**

Commission:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Department Head/Supervisor:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Human Resource Manager:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Employee:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_