

Hendricks County
Job Description

Title: Public Health Education Specialist,
BABY & ME – Tobacco Free™
Program

FLSA Status: Non-Exempt

Hours of Work: Full Time/Grant

Pay Band: PAT 3

Department: Health

Supervisor: Director of Public Health Nursing

PURPOSE OF POSITION:

The Public Health Education Specialist for the Title V: BABY & ME – Tobacco Free™ program ensures that the Hendricks County Health Department provides health education and community outreach focused on specific populations and/or public health needs as outlined in the Title V: BABY & ME – Tobacco Free™ grant.

This position will fulfill requirements for the Title V: BABY & ME – Tobacco Free™ grant held by the department. This position is responsible for developing, implementing, and evaluating activities that reduces Hendricks County infant mortality by providing prenatal tobacco cessation counseling and postpartum education on maternal and child health through the BABY & ME – Tobacco Free™ program.

ESSENTIAL FUNCTIONS:

- Demonstrates thorough knowledge of Health Department's BABY & ME – Tobacco Free™ grant.
- Works independently under the scope of the grant, seeking guidance from supervisor as needed.
- Assesses the needs of target populations identified by the project, BABY & ME – Tobacco Free™.
- Develops and maintains working relationships with a variety of community, medical, and governmental organizations, as well as the general public.
- Formulates plans to reach target populations through partners and direct outreach.
- Reaches out to potential and current referral partners through face to face meetings, phone calls, and emails to build program clientele capacity.
- Implements and evaluates project goals and activities.
- Maintains and analyzes project data as it relates to the project goals and objectives.
- Prepares reports for funder as indicated in grant regarding project goals and activities.
- Prepares reports for Board of Health regarding project data.
- Prepares communications materials, such as media releases, brochures, and fliers, about the project and/or the health needs addressed by the project.

- Develops and implements marketing plan for BABY & ME – Tobacco Free™ program.
- Orders and maintains inventory of project supplies and equipment.
- Ensures and plans for the maintenance of equipment used in the project.
- Prepares and sends correspondence.
- Maintains grant records and reports.
- Writes grant proposals for subsequent BABY & ME – Tobacco Free™ funding to include goals, objectives, activities, and budget.
- Proposes budget for grant funds to supervisor.
- Seeks external funding for project activities not covered by the BABY & ME – Tobacco Free™ grant, as needed, and writes grant proposals.
- Manages grant funding by reviewing budget and planning to expend funds.
- Prepares and sends monthly invoices to funder to pull down grant money.
- Prepares claims to the County Auditor for payment of bills.
- Provides tobacco cessation counseling to participants of the BABY & ME – Tobacco Free™ program in settings such as the Health Department, community, and the client's home.
- Maintains close communication with clients through phone, text or email.
- Schedules client appointments, home visits or meetings.
- Identifies tobacco relapse prevention and maternal and child health activities for individualized action plans to be completed by participants in the BABY & ME – Tobacco Free™ program.
- Acts as a resource to community agencies for client services.
- Connects clients with community resources.
- Promotes BABY & ME – Tobacco Free™ program to the community through local agencies and events.
- Communicates with State and National BABY & ME – Tobacco Free™ programs throughout the grant period.
- Represents Health Department at meetings of the local Tobacco Coalition.
- Attends Hendricks County Health Partnership meetings and participates in partnership activities related to smoking and tobacco cessation.
- Assists other Public Health Education Specialists in the department in carrying out their duties.

NON-ESSENTIAL FUNCTIONS:

- Attends staff meetings, trainings, and other meetings as required
- Familiarizes self with Health Department policies and procedures
- Familiarizes self with local, state, and national resources as appropriate
- Performs other duties as assigned

EDUCATION AND QUALIFICATION REQUIREMENTS:

- Bachelor's degree in nursing, health education, public health, or related field; applicants with a Bachelor's degree in nursing must also be licensed to practice as a registered nurse in the State of Indiana

- Must be able to successfully complete the BABY & ME – Tobacco Free™ facilitator training upon employment
- Must have and maintain a valid Indiana's Driver's License and have use of a vehicle for business use
- Background knowledge related to tobacco use and cessation, and maternal and infant health preferred
- Ability to communicate well, both verbally and in writing
- Ability to make presentations in front of large and varied groups
- Ability to effectively organize workload and work independently
- Ability to work in groups and with individuals of varied backgrounds
- Ability to work outside of normal business hours to accomplish project goals
- Ability to be sensitive and compassionate to those of all cultures and backgrounds
- Ability to develop cooperative relationships in the community
- Ability to effectively and tactfully deal with other people
- Proficient computer skills and familiarity with a variety of web-based applications
- Proficient knowledge of general office practices, such as filing, record keeping, phone etiquette, etc.
- Attention to detail

RESPONSIBILITY:

Responsibilities of the Public Health Education Specialist for the Title V: BABY & ME – Tobacco Free™ program include but are not limited to, identification of public health issues including assessing client and community needs; planning and implementing work plans; providing data collection, evaluation and analysis of population and individual public health status. Further responsibilities include health promotion; disease prevention; staff collaboration; coalition building; program evaluation and grant fund management in accordance with the needs of the community and the funder. Incumbent plans and writes grant proposals for continued funding. The Coordinator serves as a consultant to individuals and health care providers in the community regarding tobacco cessation. Incumbent performs duties with significant independence under the general supervision of the Director of Public Health Nursing and the Assistant Director of Public Health Nursing. The duties listed under the Essential and Non-Essential Functions of the position are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Professional independent judgment is required in applying generally accepted practices to individual client situations and in coordinating the BABY & ME – Tobacco Free™ program. Errors in work can result in unwarranted client or community health complications or an unsuccessful public health initiative as well as substantial cost to the county and or loss of grant funding.

WORKING RELATIONSHIPS:

- Hendricks County Health Department staff
- Indiana State Department of Health, Maternal and Child Health Division
- National BABY & ME – Tobacco Free™ Program

- Local coalitions and boards pertaining to tobacco cessation, maternal and infant health, and family health
- Local organizations and businesses providing services to women of childbearing age, pregnant women, new mothers, and infants
- Project participants

WORKING CONDITIONS & PHYSICAL DEMANDS:

Work is performed in a standard medical office environment, however due to the nature of Public Health the work may be performed in the field such as in institutional, residential and business settings, indoors and outdoors with exposure to weather conditions, as well as automobile driving risks. There is exposure to direct physical contact with clients and human bodily fluids. There may be exposure to potential health hazards, such as communicable diseases, blood borne pathogens, insects and other disease vectors, toxins, hazardous materials, chemicals and animals. In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication. Demands of the position may require the incumbent to carry a county provided cell phone. Physical requirements to perform the duties of this job include the ability to sit, talk, and use hands to finger, grasp, feel, and write. Duties will also require employee to reach with hands and arms, stand, walk, stoop, kneel, crouch, crawl, and smell. May occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, peripheral vision and depth perception for client assessments, driving a car and reading typewritten documents, computer monitor and phone screen. Hearing ability must be sufficient enough to communicate with others effectively in person, over the phone, and via video communication. All reasonable accommodations will be made in compliance with the Americans with Disabilities Act and any other applicable federal or state law. The Public Health Education Specialist for the Title V: BABY & ME – Tobacco Free™ program may be called upon for extraordinary service in case of public health emergencies, such as bioterrorism or other community disasters and may be required to report for specialized assigned duties or perform emergency response roles, inside or outside of Hendricks County. Hours can extend beyond the normal Health Department business hours and may include early mornings, evenings and weekends. On call 24 hours a day, 7 days a week. This position works with at risk populations such as infants and acutely/chronically ill patients who may be more susceptible to vaccine preventable diseases; therefore this position will comply with the department's Personnel Immunizations Policy.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of Public Health Education Specialist for the Title V: BABY & ME – Tobacco Free™ program in the Health Department describes the duties and responsibilities in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee signature

Date

Printed Name