

Cascade County

Job Vacancy Announcement

Position: Community Health Education Specialist	Closing Date: Open Until Filled
County Dept.: City-County Health Department	Dept. Admin.: Health Officer
Type of Position: Full-Time	Salary: \$15.93 - \$16.89 DOE Must Join MPEA Union
Applications available at Cascade County Human Resources Department, www.cascadecountymt.gov or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

POSITION DESCRIPTION

The Community Health Education Specialist facilitates clinical patient services for the prevention, management and patient guidance through breast and cervical cancer screening and diagnostics. Assess the clients need for assistance in accessing medical care, health insurance coverage and provide referrals to community resources as necessary.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

The Community Health Education Specialist assists in developing an Annual Cancer Control Work Plan as directed by the Montana Cancer Control Program; recruits, enrolls and screens individuals eligible for the Montana Cancer Screening Program; coordinates patient navigation for clients that need help navigating the healthcare system and who may not qualify for financial assistance through the Montana Cancer Screening Program; provides case management services for clients that receive abnormal test results from cancer screening services; creates and maintains communication processes for billing and data collection with enrolled clients and medical providers; maintains and recruits new medical providers to participate in the Montana Cancer Screening Program; conducts regular oral and written communication about cancer prevention goals, facts, policy advocacy and coalition activities; participates in various committees related to program activities and responsibilities; represents the agency and provides accurate information regarding cancer prevention, screening and community resources; designs, implements, and evaluates cancer education programs; coordinates client referrals and follow-up utilizing appropriate community resources; serves as a liaison between the patient and the provider/agency; enters client information into the computer database; assures appropriate case management service and billing forms are complete and submitted in a timely matter; works with people of all ages with diverse background and lifestyles; accept client in a non-judgmental manner.

Knowledge and understanding of: Program planning, development and implementation, public health principles and practices, state and local resources, current cancer screening guidelines, applicable public health laws, HIPAA, modern office equipment, practices, and procedures, Microsoft Office software including Word, Excel, Internet, and Outlook, department rules, procedures, and functions, safety rules, procedures and practices, English usage, spelling, grammar, and punctuation.

Skills in: Organization and accuracy, customer service and public relations.

Ability to: Maintain updated files, interact with the public or other employees in a professional, respectful and courteous manner, practice good public relations and display sound judgment and decision-making skills within established policies and procedures in stressful situations, proficiently operate a computer and achieve knowledge of additional computer applications as needed to complete required job duties, practice good public relations and display sound judgment and decision-making skills within established policies and procedures in stressful situations, communicate in a professional and effective manner with others, both orally and in writing information, clearly and concisely, comprehend and follow verbal and written instructions, establish effective working relationships with fellow employees, supervisors and the public, identify problems that adversely affect the organization and its functions and offer positive suggestions for improvements, work collaboratively with management, co-workers, multiple agencies or organizations, exercise sound judgment and decision-making skills within established policies and procedures, accept responsibility and be self-motivated, demonstrate a strong work ethic to achieve academic and professional goals, demonstrate punctuality and observe required work hours, work independently with little supervision, develop community partnerships and coalitions, adhere to strict standards of confidentiality, coordinate and prioritize multiple tasks, maintain concentration during continual interruptions.

EDUCATION AND EXPERIENCE

The above is typically acquired through a combination of education and experience. At a minimum, all applicants must have:

Education/Experience/Training:

- Bachelor's Degree in Health Science, Public Administration, Communication, Public Safety, Nursing or closely related field; **or** 4 years of relevant experience in Health Science, Public Administration, Communication, Public Safety, Nursing or related field.
- Experience in program development, public relations, public speaking and health education preferred.

Certifications:

- Valid driver's license issued by the State of Montana.

Computer:

- Intermediate to advanced software knowledge in Excel, Access, Word, Outlook and the ability to learn and adequately operate CCHD software applications.

The successful applicant shall serve a 6-month probationary period, must join the MPEA Union, and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER