



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., www.cascadecountymt.gov or Job Service.

Position: **Communication & Privacy Officer**
Schedule: **Full-time with Benefits**
Department: **City-County Health Department**

Salary: **\$25.15 per hour**
Closing Date: **Open Until Filled**
Department Administrator: **Trisha Gardner**

Education/Experience/Training:

- Bachelor's Degree in Health Science, Nursing, Public Administration, Environmental Health, Communication, Public Safety, Human Services **or** a related field or equivalent experience.
- NIMS, risk communication, and other applicable emergency preparedness training preferred.
- Experience in public health or public affairs 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.

JOB SUMMARY

The Communication & Privacy Officer is a combined position responsible for the management of public information and media relations for the City-County Health Department (CCHD), providing technical assistance and support for the planning, implementation, evaluation and oversight of various health communication and marketing activities designed to impact positive health outcomes, analyzing public health risks or concerns for improvement and the enhancement of program effectiveness by applying relevant social marketing practices, health education models and mass communication theories in health administration, research, regulatory affairs and human services, improvement of health communication efforts to achieve better results, developing and delivering presentations to the Board of Health, elected officials, community partners and community organizations, issuing press releases concerning emergencies and/or crisis related issues in the community health field, assisting and supporting CCHD Accreditation and the Community Health Improvement efforts, functioning as a member of the CCHD Emergency Response Team, oversees compliance with and adherence to HIPAA privacy and security rules and is responsible for all ongoing CCHD activities related to the development, implementation, maintenance, enforcement and adherence to the CCHD's policies, procedures, standards and guidelines governing the privacy/confidentiality of and access to patient health information in compliance with federal and performs other duties as required or assigned.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Privacy Officer Duties: Provides development recommendations, guidance and assists in the identification, development, implementation, maintenance, enforcement and oversight of CCHD information privacy and security policies and procedures in coordination with CCHD management and administration and legal counsel, performs initial and periodic information privacy risk assessments and conducts related ongoing compliance monitoring activities in coordination with the covered entities other compliance and operational assessment functions, ensures CCHD has and maintains appropriate privacy and confidentiality consent and authorization forms, privacy policies and information notices and materials reflecting current CCHD and legal practices and requirements, oversees, directs, delivers or ensures delivery of initial privacy training and orientation to all employees and other appropriate third parties, establishes and administers a process for receiving, documenting, tracking, investigating, and taking action on all complaints concerning CCHD's privacy policies and procedures in coordination and collaboration with division managers and when necessary, legal counsel, ensures compliance with privacy practices and consistent application of sanctions for failure to comply with privacy policies for all individuals in the CCHD's workforce, extended workforce and for all business associates, monitors breaches of privacy or personal health information by CCHD employees and makes recommendations for and participates in the discipline/corrective action process of CCHD employees for such breaches, works with all organization personnel involved with any aspect of release of PHI, to ensure full coordination and cooperation under the CCHD's policies and procedures and legal requirements, maintains current knowledge of applicable federal and state privacy laws and accreditation standards, follows and adheres to all CCHD and County policies, procedures, standards and guidelines, cooperates with the Office of Civil Rights, other legal entities and leadership in any compliance reviews or investigations.

Communication Officer Duties: Works proactively to establish, strengthen and maintain effective relationships with local media outlets and community partners, composes media releases regarding CCHD issues and functions as a media and public spokesperson for the CCHD, develops and delivers informational and educational presentations to the Board of Health, elected officials, community partners and community organizations, consults with CCHD leadership regarding policy and community relations issues, participates as a member of the CCHD Leadership Team,

plans and may deliver public information/education for all relevant CCHD programs and services, oversees and coordinates CCHD website and online content, structure, and social media sites/interactions, stays current on technological trends to ensure CCHD is current in methods of delivery, provides technical assistance and direction to CCHD staff regarding information and educational materials and programs, ensures CCHD branding protocol is up to date, consistently implemented and that publications are in compliance with branding protocol, assists CCHD staff with marketing strategies and public awareness campaigns, seeks, promotes and supports opportunities for media outreach, orients new employees to CCHD branding and communication protocols, fulfills a position in the Incident Command Structure, when needed, which may include changes in responsibilities/working hours, ensures the coordination of emergency response plans with other local, regional and state partners as related to public information and risk communications, participates in the design and execution of public health emergency drills and exercises as related to public information and risk communications, participates on boards, attend meetings, etc. representing CCHD's interests, assists in CCHD Accreditation efforts, develops a monthly newsletter and other internal communications as needed, develops and compiles an annual report on CCHD programs, performs other duties as required or assigned.

Knowledge and understanding of: Teaching and learning principles, Public Health principles and practices and applicable public health laws, prevention and control of communicable diseases, program planning, development and implementation, communication principles, practices and techniques, HIPAA, modern office equipment, practices and procedures, Microsoft Office software including Word, Excel, Internet and Outlook, County and CCHD rules, procedures and functions, County and CCHD safety rules, procedures and practices, Public Information Strategies and principles, Crisis and Emergency Risk Communication, Performance Management and Quality Improvement processes.

Skills in: Public speaking and effective listening, principles, methods and practices of program promotion, developing positive working relationships within the agency and community partners, exceptional interpersonal, verbal and written communication, efficient organization, time management and planning, effective and professional customer service and public relations.

Ability to: Develop community partnerships and coalitions, develop press releases and presentations, teach and demonstrate established procedures, evaluate resources as needed, prepare and submit accurate, timely reports and records and maintain updated files, proficiently operate a computer and achieve knowledge of additional computer applications as needed to complete required job duties, adhere to HIPAA and maintain strict confidentiality and compliance with multiple privacy and security rules, work collaboratively with management, co-workers, multiple agencies or organizations, 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, multi-task and maintain concentration during frequent interruptions and meet challenges with resourcefulness through original thinking and creativity, understand and follow oral and/or written policies, procedures and instructions, occasionally travel for delivery of services in a four-county area and for state-wide trainings, establish and maintain effective working relationships with other County departments, employees, federal and state agencies, private agencies, and the public, communicate in a professional and effective manner with others, both orally and in writing information, clearly and concisely, read, review, analyze, compile, comprehend information and materials, remain flexible and meet established timelines and/or deadlines, respond appropriately to an emergency or crisis situation, employ and enforce safety practices and procedures, observe established lines of authority, identify problems that adversely affect the organization and its functions and offer positive suggestions for improvements, practice interpersonal communication and conflict resolution, work independently and as a team member with minimal supervision, demonstrate a strong work ethic to achieve academic and professional goals, organize and prioritize tasks and work environment to maximize efficiency, demonstrate punctuality and observe established work hours, make independent decisions, accept responsibility and be self-motivated, perform other duties as required or assigned.

The successful applicant shall serve a 1-year probationary period and will 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