



DARKE COUNTY GENERAL HEALTH DISTRICT

300 Garst Avenue, Greenville, Ohio 45331

Phone: 937-548-4196; Fax: 937-548-9654

www.darkecountyhealth.org

An Equal Opportunity Employer

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POSITION DESCRIPTION

Class Title:	Health Promotion Specialist	Employee Name:	
Dept./Div.:	Nursing	Position Title:	Health Promotion Specialist
Reports To:	Nursing Director	Civil Service Status:	Classified
Pay:	Salary (Range)	FLSA Status:	Nonexempt
Hours:	40	Employment Status:	Full Time

QUALIFICATIONS: An example of acceptable qualifications:

Bachelor's degree in health, education, nursing or associate's degree with a minimum of 2 years' experience working in health or education field with knowledge and responsibilities similar to position to be filled.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license, insurance, and maintain a driving record that meets the insurability requirements of the district's insurance provider.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Standard office equipment (e.g., computer, telephone, copier, fax machine, etc.); medical equipment, devices, and instruments; motor vehicle operation.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee is exposed to, must negotiate, use or work with or in the vicinity of: upset or emotionally distraught individuals; blood, bodily tissues, and fluids; *may be exposed to potentially dangerous/fatal infectious diseases or parasites; chemicals commonly found in an office environment (e.g., toner, correction fluid, etc.); hazardous driving conditions (e.g., snow, sleet, ice, etc.); **transporting and lifting of awkward size boxes and containers; physical demands include, but are not limited to: frequent standing, sitting, bending, stooping, or stretching; frequently lifts objects ten (10) pounds or less; frequently carries objects ten (10) pounds or less; occasionally pushes objects twenty (20) pounds or less; occasionally pulls objects twenty (20) pounds or less; may work in a variety of environments (e.g., clean and organized, small, cluttered, dirty, etc.).

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

In cases of emergency, unpredictable client situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.



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JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 30% (1) Responsible for record maintenance of all Help Me Grow accreditation activities and requirements; develops reports required by Healthy Families of America and Ohio Department of Health; consistently monitors and updates Director of Nursing and Help Me Grow Home Visitors on Healthy Families America standards; facilitates internal meetings related to Help Me Grow accreditation; may be involved in Help Me Grow policy development or revision; follows federal, state, and local laws, regulations, rules and/or guidelines, including HIPPA regulations and all grant requirements.
- 30% (2) Develop and present health education, through workshops, and school or community presentations, for programs within the Nursing and Environmental Divisions; collaborate with local health specialists to determine community health needs and the availability of services; prepare and distribute health education materials; design and conduct evaluations and assessments to determine the quality and performance of health education programs.
- 20% (3) Develop and maintain cooperative working relationships with local agencies and organizations who serve clients of a similar population; conduct outreach to local agencies for Help Me Grow, Early Intervention and Children with Medical Handicaps programs; provide Help Me Grow program information to the public by preparing and presenting press releases, conducting media campaigns, or maintaining program-related websites.
- 10% (4) Prepares accurate records and reports (e.g., client records, quarterly time study reports, and distribution sheets, etc.).
- 10% (5) Speaks to community groups and participates in community health education programs.

OTHER DUTIES, RESPONSIBILITIES:

- (6) Upgrades skills through continuing education; assists in orientation and training of new staff and the



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public health experience of nursing students.

(7) Participates in Health Department disaster preparedness activities; may be required to report for work outside normal working hours during an emergency; available 24/7 for consultation related to bioterrorism/public health emergencies.

(8) Projects a positive and professional image to clients, the public, and DCGHD staff.

(9) Follows all Darke County General Health District policies and procedures; maintains confidentiality requirements in accordance with personnel policy; maintains all required licenses and/or certificates.

(10) Performs other duties as assigned or required by Health Commissioner or Director, and attends staff meetings and trainings, and participates in department development.

(11) Demonstrates regular and predictable attendance.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: education techniques; client training and development; child development; *safety practices and procedures; *agency goals and objectives; *agency policies and procedures; Occupational Safety and Health Administration rules and regulations; first aid practices; personal hygiene; environmental health; infection control; immunization schedules and protocols; public relations; community resources and services; office practices and procedures; English grammar and spelling; records management; human relations; workplace safety; case management.

Skill in: use of modern office equipment; use or operation of medical equipment, instruments and devices.

Ability to: carry out simple instructions; carry out detailed but basic written or oral instructions; carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; deal with variety of variables in somewhat unfamiliar context; interpret a variety of instructions in written, oral, picture, or schedule form; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and



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draw valid conclusions; read, copy, and record figures accurately; copy records precisely without error; complete routine forms; prepare accurate documentation; use proper research methods to gather data; communicate effectively; recognize safety warnings; understand a variety of written and/or verbal communications; maintain records according to established procedures; develop and maintain effective working relationships; answer routine telephone inquiries.

POSITIONS DIRECTLY SUPERVISED:

None

Terrence Holman, DVM, Health Commissioner

(Date)

(Signature of Employee)

(Date)