

- Responsible for developing work plan in coordination with Oregon Health Authority, and responsible for ensuring activities in the work plan are completed by required timelines. (EE)
- Maintain updates for all of UCo Health's preparedness planning documents; *All Hazards Base, Annexes to base plan, Continuity of Operations, etc.* (EE)
- Coordinate closely with Umatilla County Emergency Management when responding to Public Health Emergencies. (EE)
- Assist in outreach of hard-to-reach populations to obtain input for planning activities and to increase UCo Health's level of cultural competency as an organization. (EE)

OTHER DUTIES OF POSITION

- Actively promote the mission of the Department. (EE)
- Assist as needed with grant applications and the acquisition for other UCo Health projects. (EE)
- Accreditation duties: actively participate as an accreditation team member, maintain a basic knowledge of Quality Improvement (QI) based on the Plan-Do-Check-Act (PDCA) model, and actively serve on QI teams and/or identify processes for improvement, as assigned. (EE)
- Other duties as may be assigned. (EE)

REQUIREMENTS FOR POSITION

Minimum Requirements:

- Baccalaureate degree in public health, health education, public administration or related field; **OR** any combination of education and experience related to public health practice, community health, environmental health, engaging community partnerships, cultivating relationships across diverse communities or other relevant fields as determined by the hiring authority; may be substituted for the degree.
- Experience in public speaking, to include delivering impromptu and prepared presentations to stakeholder groups.
- Knowledge of public health practice and community health development to include assessment, planning, implementation and evaluation; ability to organize partnerships, exercise initiative, communicate orally and in writing in a clear, concise and effective manner; utilize word processing software and the Internet with a high level of competence; and maintain excellent interpersonal relationships within culturally diverse populations.
- Ability to be intuitive and work independently and as part of a team.
- Current and valid Oregon driver's license.
- Ability and availability to work outside normal working hours to include evening and/or out-of-county meetings. Occasional overnight travel required.

Preferred Qualification:

- Graduate degree in public health, health education, public administration or related field.
- Three (3) years of progressively more responsible experience in community outreach and/or health-related program development and implementation.
- Bilingual Spanish.

*This position under State of Oregon mandates is required to provide proof of full COVID-19 vaccination or have an approved medical or religious exception as a qualification of employment. *

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

TOOLS AND EQUIPMENT USED

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

WORK ENVIRONMENT

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 job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature/Date