

**Whitman County Human Resources**

Whitman County Courthouse

400 N. Main Street, Colfax, WA 99111

**JOB ANNOUNCEMENT**

POSITION: Community Health Educator – WIC and Safe Kids

DEPARTMENT: Health Department

STARTING SALARY:

UNION STATUS: Courthouse Bargaining Unit – Initiation fees and monthly dues payment is required.

TO APPLY: Whitman County Human Resources

400 N. Main Street

Colfax, WA 99111

(509) 397-6205

CLOSING DATE: Open Until Filled

LOCATION: Colfax/Pullman

SELECTION PROCESS: Applicants must submit a signed Whitman County application form. The application will be reviewed and evaluated to determine applicants invited for an interview.

TO QUALIFY: See attached illustrative example of duties and requirements.

In compliance with the Immigration Reform and Control Act of 1986, Whitman County will hire only United States citizens and aliens authorized to work in the United States. Documented evidence of identity and employment eligibility must be presented at time of hire.

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**WHITMAN COUNTY**

**POSITION DESCRIPTION**

Effective Date: November 1, 2024

Position Title: Community Health Educator

Job Family Classification # 13

Department Title: Health Department

Department Code: 280

FLSA Status: Non-Exempt

Union Status: Represented

Reports to: Director or designee

**BASIC PURPOSE:**

This is a position that carries out a variety of health & nutrition service duties including: WIC certifications, SafeKids certifications, educational and training activities and programs; develops public awareness and health promotion activities; direct client contact.

**NATURE OF WORK:**

* Provides direct service to clients participating in the WIC supplemental food program.
* Refer clients to community resources or other health department programs.
* Work with Registered Dietitian, Program Analyst & other public health staff
* Provides support to Whitman County SafeKids initiatives.
* Provides support to Whitman County Harm Reduction and Syringe Service Programs.
* Participate in state DOH trainings, staff meetings, in services, and workshops as needed and related to the job.
* Participate in and conducts community health education activities and programs.
* Provide technical support to professional staff.
* This position will work in both the Pullman and Colfax offices and may require travel around Whitman County, Spokane or to state trainings in Western Washington.

**ESSENTIAL FUNCTIONS:**

* Serve as a WIC (Women, Infant and Children) Certifier.
* Performs client-centered services and certification to WIC clients in accordance with WA State WIC policy and procedures.
* Provides basic nutrition and health education in an individual or group setting as determined by the Registered Dietitian.
* Carries out goals of the WIC Nutrition Education Plan.
* Promotes breastfeeding and provides support.
* Carries out goals of the SafeKids Statement of Work.
* Provides certified car seat checks and installations.
* Provides harm reduction services such as overdose prevention education and promotion.
* Refer members of the public to community resources or other health department programs.
* Participate in community program-related meetings, workshops, and outreach activities as needed and related to the job.
* Participates in preventative health care and health promotions activities.
* Assists in the implementation of new public health programs and initiatives to achieve positive health outcomes for residents.
* Performs various office functions and fills in for other staff as needed.
* Uses public health theories and processes to inform decisions.
* Assists in managing public health related grants to include application and reporting as needed.
* Possesses excellent verbal and written communication skills.
* Other duties as assigned by Registered Dietitian, Program Analyst or Public Health Director.

**NON-TECHNICAL ESSENTIAL FUNCTIONS:**

Candidate must comply with organizational and departmental policies and regulations.

Candidate must possess a valid driver’s license and have a reliable vehicle.

Candidate must possess demonstrated ability to relate to individuals and families of varied ethnic and cultural backgrounds, ages, and economic circumstances.

Experience working with MS Excel and MS Word.

Experience working with Google Docs, Google Sheets, Google Form, and Google Slides.

**SUPERVISION EXERCISED AND RECEIVED:**

Supervision is not a normal responsibility of position in this class. Work is performed under the general direction of the WIC Coordinator and Program Analyst with formal supervision from the Public Health Director.

**SELECTION CRITERIA:**

**Knowledge, Skills, and Abilities:**

Knowledge of: organization, function, and services of health agencies; social, health, economic problems of community served; report writing; public speaking; organizational skills; health education strategies; skilled in health assessment.

Ability to: work with clients and communities of diverse socio-economic and cultural backgrounds; communicate well orally and written; maintain confidentiality at all times; organize and present information and ideas clearly and effectively; work harmoniously with clients, the community at large, health/medical care providers, and the staff.

**EXAMPLES OF DUTIES:**

Daily appointments with WIC clients, including pregnant women, infants, toddler and preschool age children. Provides anthropometric measurements, nutrition education, prescribes appropriate food packages, community resources referrals and WIC benefit issuance. Schedules and reschedules appointments.

Screens SafeKids applications for participant eligibility. Schedules and provides car seat installations and education. Schedules and provides safe sleep materials and education. Manages SafeKids inventory.

Provides naloxone (Narcan) training and education to syringe service participants and general public. Assist syringe service participants with syringe exchanges and referrals as needed. Manages syringe service program inventory.

Attend various community events throughout county to promote health department programs.

Work with community members to connect them to appropriate resources.

**QUALIFICATIONS:**

Bachelor Degree in a health-related field and 2-3 years in a professional office setting preferred.

*–or-*

Associate of Arts Degree and 2-3 years of health education and services experience are preferred.

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