



COQUILLE INDIAN TRIBE

Job Title: Public Health Specialist

Department: Community Services

Reports to: Public Health Improvement Manager

FLSA Status: Non-Exempt

Salary Grade: \$17.14 - \$25.71

Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Public Health Improvement Manager, the Public Health Specialist is a frontline public health worker serving to build individual and community capacity by increasing health knowledge and self-sufficiency through a range of activities such as outreach, community education, coaching, social support, and advocacy. Position may require some travel, weekend and evening hours. The Public Health Specialist will perform administrative and/or tribal health program services, including but not limited to program implementation, interviewing or contacting community members about matters related to public health, coordinating services for community members, data collection for public health programs and related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Educating individuals and the community about how to use health and social service systems, building health literacy, and cross-cultural communication.
2. Provides culturally appropriate health education and information by identifying and implementing evidence-based strategies to assist community members to adapt a healthy lifestyle (e.g., conducts health promotion and disease prevention education in a manner that matches linguistic and cultural needs of tribal members and their families and/or communities).
3. Under supervision, reviews and selects appropriate health education materials; provides group education on specific health-related topics (e.g., nutrition or communicable diseases), and works on special health education projects.
4. Provides coaching and social support (e.g., motivates and encourages people to obtain care and other services, supports self-management or disease prevention and management of health conditions).
5. Builds individual and community capacity (e.g., trains and builds individual capacity with public health peers and among groups of specialist/community health workers).
6. Conducts individual and community assessments.
7. Conducts outreach (e.g., follows-up on health and social service encounters with individuals, families, and community groups; presents at local agencies and community events).
8. Participates in evaluation and research (e.g., engages in evaluating KWC services and programs).
9. Performs administrative support duties including typing, filing, answering phones, scheduling appointments, grant management, acting as receptionist, and related work as needed.
10. Support the Community Services staff as needed.
11. Other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of the work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 50 pounds. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills.
2. Ability to maintain a professional demeanor while working under stressful and emotional situations.
3. Have strong knowledge of specific health topics such as aging, nutrition, diabetes, maternal health, and have a solid background in health intervention, like tobacco cessation.
4. Have strong understanding of public health concepts and social determinants of health.
5. Ability to work and make decisions independently.
6. Ability to work with minimal supervision.
7. Ability to follow organization protocol.
8. Ability to exercise excellent organization, time management, analytical and problem-solving skills.
9. Possess awareness and sensitivity of Indian traditions, customs, and socioeconomic needs and ability to work effectively with diverse cultures.
10. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Accurate work is essential. Shows initiative and takes ownership of all projects and assignments to achieve positive results.
11. Ability to take data and present it in an understandable format for internal and external use.
12. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.
13. Must demonstrate discretion, tact, knowledge, judgement, and overall ability in working effectively with federal, tribal and other professionals and facilitating participation and partnership in activities of the program

REQUIRED QUALIFICATIONS

- A. Associate's degree in public health, health education, nursing and/or health fitness or closely aligned field and two years of professional work experience in a health care, community health, or social services field.
OR
A high school diploma or equivalent with four years of relevant and applicable work experience in public health, health, or a related field.
- B. Oregon State Community Health Worker Certification or willingness to complete preferred.
- C. Experience working with Native American communities preferred.
- D. Knowledge of resources available within the state, county and community preferred.
- E. Current and valid Oregon driver's license in good standing with no insurability issues with the Tribe's insurance carrier is required.
- F. Required to accept the responsibility of a mandatory reporter of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or development disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.

G. First Aid/CPR certification required or ability to obtain within 90 days of employment.