



Position Title: Health Promotions Coordinator

Current Employee in this Position: Vacant

Reports to: Health Promotions and Rural Health Manager

Supervises: Health Coach(es) and Community Health Workers (minimum 4-6)

Description: This professional position is 40 hours per week working closely with staff on various rural health initiatives (e.g., nutrition/cooking demonstrations, fitness, financial literacy, breast cancer awareness) of the Big Bend Rural Health Network. The Health Promotions Coordinator will report to the Health Promotions Manager and will assist with executing the program in specified regions within the Big Bend region. The Big Bend Rural Health Network covers Taylor, Madison, Jefferson, Wakulla, Gadsden, Franklin, and Leon counties.

Key Responsibilities & Duties:

- Ensure Community Health Workers (CHWs) are meeting deliverables and tasks on time and accurately; and assist the manager with overseeing coverage throughout the rural health service areas and other areas as directed.
- Enter data and assist with completing monthly and quarterly reports accurately and on time.
- Plan events; organize screening days; and conduct outreach activities, which may include, but is not limited to: conducting health screenings such as finger sticks for hemoglobin A1c & cholesterol monitoring; blood pressure screenings; and other health screening tools and equipment.
- Complete work as assigned for meeting the grant deliverables of the Rural Health Network.
- Maintain complete records of activities/hours in an accurate and timely manner.
- Be a team player and able to follow oral and written instructions.
- Attend and complete trainings as required to enhance knowledge for position.
- Complete other assigned tasks as directed by management.

The Health Promotion Coordinator utilizes a public health approach to create, provide, and coordinate wellness and health promotion, prevention programs and services with a focus on lifestyle modifications through education. The Health Promotion Coordinator incorporates multicultural diversity concepts and principles into services. The duties of this position are completed in concert with overall strategic direction from management to ensure grant deliverables are met.

Qualifications: A Bachelor's degree or higher is required, with some experience in the health field. Public health and/or community health experience is preferred. The incumbent must be proficient with Microsoft Office Suite, including Outlook, PowerPoint, Excel and Word. Bilingual (Spanish) is a plus. Must have the ability to work with individuals from various ethnic and socio-economic backgrounds while providing compassionate service. A valid Florida driver's license with a clean record is required. Must pass background check.



Competencies

- Initiative
- Leadership
- Time Management & Efficiency
- Decision Making
- Communication Proficiency
- Organization Skills
- Honesty, Integrity & Confidentiality
- Punctuality
- Thoroughness

Physical Requirements and Working Conditions: Must be able to work evenings and weekends as needed to complete duties. Must be able to sit in front of a computer screen for extended times. Must be able to operate standard office equipment, including a computer, telephone/cell phone, copier, etc. Must have stamina to maintain attention to detail despite interruption. Must have good vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone. This position conducts work in the office and within various counties in our service area.

To apply, please submit a cover letter and resume to kfincher@bigbendahec.org.