

Town of Parker's Community Health Outreach Program

Community Health Education Coordinator Youth Prevention & PCSC Adult Services - Full time Annual Salary Range - \$31,060 - \$45,953

The Town of Parker's Community Health Outreach Program (TOP CHOP) is now accepting applications for a full time Community Health Education Coordinator. Employment is contingent upon grant eligibility from ADHS. The Youth Prevention & Adult Services Coordinator will provide prevention related health education activities and programs to the community, serve as a health educator delivering multi-faceted programs designed to promote healthy lifestyle choices, oversee youth advocacy activities, mobilize school health councils, provide technical assistance in the area of health policy, and actively participate in community health projects to promote health policy change throughout La Paz County and enrichment programs and activities for patrons at the Parker Community Senior Center (PCSC).

Qualifications:

- Promotes healthy lifestyle choices, and a tobacco and drug free image for the program.
- Develop and prepare written reports and statistics, as well as maintain grant records to support the community health programs.
- Ability to implement grant requirements and objectives.
- Ability and willingness to establish and maintain effective working relationships with state government and community representatives, co-workers, other departments, agencies and the public.
- Ability to follow written and verbal instructions; communicate effectively both verbally and in writing, conduct business meetings and community presentations; show considerable initiative and enthusiasm.
- Works effectively with adults and youth in school and community settings; and instructs in classroom settings to promote and educate participants about healthy lifestyle choices.
- Good knowledge of the principles and practices of current public health initiatives.
- Knowledge of computer applications, including Google Suite programs.
- Develops and maintains effective team relationships with co-workers and strong ability to build relationships in the community.
- Philosophy of interdependence, teamwork and the ability to focus on strengths and assets.
- Maintains public trust by honoring client confidentiality at all times.
- A valid driver's license and High School Diploma or GED is required.
- College degree or 3-4 years of experience in related fields desired.
- Must have a willingness to take direction and **be willing to travel both locally and overnight (possibly several days). Minimal weekend and Holiday work required.**
- Other duties as assigned and related work.

Applicants will be considered without regard to race, creed, color, religion, gender, national origin, age, disability, marital or veteran status or any other legally protected status.

Complete job description and applications are available at the Town of Parker located at the 1314 11th Street, Parker, AZ 85344

This announcement will be posted for the benefit of Town of Parker Employees for five (5) working days commencing Thursday, November 17, 2022, ending November 23, 2022 at 5 p.m. concurrently applications from the public will be accepted until position is filled.

Town of Parker's Community Health Outreach Program

Community Health Education Coordinator Youth Prevention & PCSC Adult Services - Full time

Nature of Work

Under general supervision of the Community Health Outreach Program Director, the Community Health Education Coordinator provides health education to youth and adults in both the school and community settings as well as the Parker Community Senior Center. The Community Health Education Coordinator provides oversight to the youth coalition and assists the Program Director as appropriate. The Community Health Education Coordinator will also provide health education to the communities of La Paz County and actively participate in community health projects by performing the following duties.

Typical Duties

Responsible for the implementation of youth prevention and school health related activities, carrying out multiple grant goals and objectives. Prepares and researches grant opportunities for TOP CHOP, generates quarterly statistics and reports. Oversees and analyzes client information to ensure proper services are coordinated and maintained. Must have the ability to work closely with school personnel and our many community partners. Participates in related community coalition activities, meetings, completing any assigned action items. Provides client council concerning appropriate health education services. Interacts with local and state agencies. Attends all program related meetings and trainings. Responsible for implementation/coordination of several annual community events. Organize and participate in appropriate community health fairs and related wellness activities along with adult service activities at the PCSC.

Knowledge, Abilities, and Skills

Knowledge of principles and practices of chronic disease prevention and current community health initiatives. Extensive knowledge in computer software programs including Google Suite. Capability to document and maintain detailed records and statistics. Ability and willingness to establish and maintain effective working relationships with state government and community representatives, co-workers, other departments, agencies, and the public. Must be able to follow written and verbal instructions, communicate effectively both verbally and in writing and show considerable initiative and enthusiasm. Courteous telephone and email skills are required. Ability to maintain client confidentiality. Training or experience which demonstrates the ability to perform the duties of the position. College credits in related fields are desired but not required.

Minimum Qualifications:

A Bachelor's degree (B.A.) from a four year college or university or three to four years related experience and/or training; or equivalent combination of education and experience is desired. A valid driver's license is required. Must be able to pass a background check and drug test.

Salary/Benefits:

Position is contingent on grant eligibility from ADHS. Annual salary range is \$31,060 to \$45,953 per year and benefits depending on experience.