



# HEALTH PROMOTION COORDINATOR JOB DESCRIPTION

Job Title: <b>Health Promotion Coordinator</b>	
Dept./Division: <b>PHSS</b>	Job Class Code: <b>1364</b>
Pay Grade: <b>121</b>	PCN: <b>1364001</b>
FLSA: <b>Non-Exempt</b>	Effective Date: <b>October 2007</b>
Representation Status: <b>Teamsters Combined</b>	Revision Date: <b>August 2025</b>
Reports To: <b>Community Services Manager</b>	

## NATURE OF WORK

Under general supervision, promotes community awareness of public health issues; uses quantitative and qualitative data to identify County health trends and community service needs and assets. Plans, implements, monitors, and evaluates public health programs and activities; prepares grant applications and reports; serves as a liaison for the Department in the community by participating on community coalitions, committees, and task forces and promotes public health programs and services.

## ESSENTIAL FUNCTIONS:

*The following duties are the fundamental, crucial job duties performed by this position. This is not a comprehensive list of all tasks that may be assigned. Incumbent may be required to perform other duties as assigned and appropriate for the position.*

- Serves on local coalitions, regional initiatives or groups.
- Coordinates relationships with partners and community organizations.
- Provides training to expand capacity of partner organizations.
- Promotes and represents programs at community events and at internal activities.
- Prepares public exhibits, and distributes brochures, flyers, posters, and other materials for health promotion activities to the public, community agencies, and support groups.
- Serves as facilitator in coordinating meetings and distribution of information.
- Works with community members to assist with cultural and linguistic educational materials for target populations.
- Engages priority populations, partners, and community organizations for participation in the planning process for initiatives to address public health concerns. Defines desired outcomes. Develops program logic models and assists with pilot testing.
- Plans, organizes, and conducts community outreach programs, community events, workshops, conferences and discussion groups to promote health education, risk reduction and healthy behaviors.
- Identifies County health trends, community service needs and public health education opportunities and priorities; research issues; develops health education and public information programs to meet the needs of the community, with considerations for inherent cultural sensitivity and effective communication of health risks.
- Coordinates efforts to identify and expand successful programs to protect and improve the health of the community.
- Compiles and maintains records, reports and statistical information; monitors budget and expenditures.

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- Maintains absolute confidentiality of work-related issues, personnel records and County information; complies with the confidentiality standards of the Privacy Act of 1974, {U.S.C. § 552A} as amended, and HIPAA policies and procedures.

**WORKING ENVIRONMENT / PHYSICAL DEMANDS:**

Work is performed in a standard office environment and involves light physical demands and frequent use of a personal computer. This position needs to be able to lift and load lightweight boxes, up to 45lbs, into and out of vehicles at times for presentations and outreach activities outside of the office.

**QUALIFICATIONS:**

**REQUIRED:** Education, experience, certifications, etc.

- Bachelor's degree in health education, Public Health or a closely related field; AND three (3) years' experience in public health, medical or social services program.
- A valid Driver's License is required.

**PREFERRED:** Education, experience, certifications, etc.

**COMPETENCIES (Knowledge, Skills, Abilities, and Behaviors):****Knowledge of:**

- Principles and practices of community outreach and engagement as well as health communication.
- Grant application process.
- Marketing and communications principles and presentation techniques for culturally diverse audiences.
- County policies and procedures.
- Applicable policies, procedures, and regulations covering public health programs.
- Assessment, intervention, and evaluation strategies for public health issues.
- Community service agencies and other governmental assistance programs.
- Principles of record keeping and records management.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Business and personal computers, and standard software applications.

**Skills in:**

- Group facilitations and public speaking.
- Working collaboratively with community partners.
- Developing and maintaining effective working relationships with a diverse population of community members, medical providers, businesses, schools, community-based agencies, and departmental staff.
- Interacting with people of various social, economic, cultural, and ethnic backgrounds.
- Working effectively with others to develop solutions for public health problems.
- Maintaining accurate records.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers, other County employees, and representatives from other City, County, State and Federal agencies.
- Communicating effectively verbally and in writing.

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**Ability to:**

- Learn and follow County policies and procedures.

**Behaviors:**

- Regular, reliable attendance.
  - Collaborate to effectively convey information, active listening, and engage in constructive dialogue.
  - Adaptability, adjusting to changing needs, embracing new challenges.
  - Initiative, proactively seeking solutions, taking ownership of tasks.
  - Professionalism, professional demeanor, respectful communication, follow-through.
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As the incumbent in this position, I have received a copy of this position description.

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Employee's Name

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Employee's Signature

Date