



Klamath Tribal Health & Family Services

3949 South 6th Street
Klamath Falls, OR 97603

Phone: (541) 882-1487 or 1-800-552-6290
HR Fax: (541) 273-4564

OPEN: 01-24-2019

CLOSE: 02-08-2019

EXEMPT
NON-EXEMPT

POSITION DESCRIPTION

POSITION: HEALTH EDUCATION COORDINATOR

SUPERVISOR: Registered Dietitian

SALARY: GS-08 \$37,810 - \$49,615 Annual/Full Benefits
GS-09 \$41,763 - \$54,303 Annual/Full Benefits
GS 10 Only for Employees with 10+ years of Service

CLASSIFICATION: Non-Management, Regular, Full-Time

LOCATION: Klamath Tribal Health & Family Services
330 Chiloquin Blvd
Chiloquin, OR 97624

POSITION OBJECTIVES

The Health Education Coordinator (HEC) position is designed to coordinate health education programs that help individuals, families, and communities maximize and maintain healthy lifestyles. HEC provides a link between the community and other healthcare workers to develop and implement strategies to improve the health of individuals and the community. Routine duties shall include collection of data to identify community needs, planning, implementing, monitoring, and evaluating programs designed to encourage healthy lifestyles, policies, and environments.

The HEC serves as a health education resource for all programs by providing health care related service to individuals eligible for services provided by Klamath Tribal Health & Family Services in homes, schools, clinics, alternate job sites and other community locations within the Klamath Tribes' Service area.

MAJOR DUTIES AND RESPONSIBILITIES

1. Provide quality Health Education services in alignment with Klamath Tribal Health and Family Services' (KTHFS) strategic plan and the HEC's scope of work. Serve as a health education resource to all KTHFS departments.

2. Consistently models appropriate behaviors, attitudes and skills that support the C.L.E.A.R. and H.E.A.R.T. customer-service standards to build positive relationships with patients and KTFHS employees.
3. Plan, develop, implement, coordinate and evaluate the Health Education needs for all departments within KTHFS and network with other KTHFS staff and team members to meet health education goals for Tribal patients. This will require strong interpersonal skills, ability to motivate and knowledge of Tribal culture and customs.
4. Develop and maintain thorough knowledge of referral resources throughout Klamath County.
5. Conduct health education assessments of patients and coordinate with the primary care provider the appropriate health education referral. Document the health education assessment and coordination information in the electronic health record.
6. Coordinate with Health Education Team to promote healthy activities for children, adolescent, adult, and elder Tribal members.
7. Promote health Education Disease Prevention activities with the Health Education Team members. Promote and assist Health Education team with outreach activities.
8. Write quarterly health articles for the KTHFS Newsletter.
9. Develop and implement public health education materials such as brochures, pamphlets, posters, exhibits, and audiovisual presentations.
10. Review and evaluate suitable health education materials for use in accomplishing health education goals. Work with all KTHFS departments in coordinating educational resources to meet program goals within budgetary allowances.
11. Provide educational outreach and coordinate health education to KTHFS patients and Klamath Tribal members. Education should be current regarding the needs of Klamath Tribal Members.
12. Compile and submit monthly reports that may be required. All records will be maintained in compliance with the Privacy Act, HIPAA and Tribal program policies.
13. Consult and work with KTHFS employees in a variety of clinical circumstances to coordinate the health education needs of patients.
14. Oversee the KTHFS gym, associated equipment, and develop/revise policies and procedures for use. Introduce new users to the equipment and ensure safety features are explained and understood. When available, offer users a selection of

exercise guides such as videos, DVDs, Books to use while they are at the KTHFS gym. Collect Release of Liability Forms and maintain a database of those submitted.

15. Serve as a facilitator or backup facilitator to effectively teach health education program classes (Diabetes Prevention Programs, NATIVE STAND, and others as directed) in family settings or in a classroom environment, when needed.
16. Work with health education participants in the preparation of meals and/or snacks, as needed
17. Lead or assist other KTHFS staff on monthly health awareness activities such as Sexual Health Awareness Month, Suicide Prevention Month, National Health Education Week, etc. using a variety of media, brochures, posters, etc.
18. Coordinate health education experts, if available, to speak at KTHFS events.
19. Represent or attend KTHFS and other public health agency committee meetings, as directed, such as Living Well Coalition, Blue Zones, Public Health Modernization, Customer Service Committee, Green Team, Good Food Good Medicine, Tobacco Prevention, Diabetes Advisory Board and others as assigned.
20. Coordinate diabetic patients with incentives from the Special Diabetes Program for Indians grant e.g. Gym memberships, YMCA punch cards, nutrition cards, etc.
21. Coordinate health fairs, set up booths/ exhibits and promotional material to include health education brochures, posters, etc.
22. The incumbent will be called upon to accomplish other tasks within their scope of work.

SUPERVISORY CONTROLS

Work is performed under the general direction of the Registered Dietitian. This position requires sound judgment, strong organizational skills, time management experience, and the ability to work independently with minimum direct supervision.

The supervisor outlines the overall program objectives and priorities, time limit, and financial resources available. The employee plans and schedules recurring work, handles routine problems, and completes work using own initiative. Exercise professional knowledge and judgment in interpreting guidelines and applicability. Work is reviewed from an overall standpoint in terms of meeting objectives, effectiveness, and compliance with laws, regulations, policies and procedures.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of principles and practices of health education gained through education and work experience.

Ability to work a flexible schedule, as necessary, to maximize program participation.

Knowledge of social, cultural and economic factors of individuals and families to promote healthy lifestyles.

Thorough knowledge of community resources around health education.

Knowledge of research, educational principles and methods as applied to public health practice gained through education and work experience.

Knowledge of principles of consultation and skill in obtaining information from clients, and coordinating the appropriate health education to the clients

Ability to adapt health education to suit the individual patient or family.

Ability to analyze and evaluate health education programs.

Ability to prepare acceptable materials for use by communication media.

Ability to write and recommend health education policy or changes to health education policies and procedures.

Ability to establish and maintain effective working relations with the public and agency staff.

Ability to present ideas clearly and concisely, orally and in writing.

Ability to plan and organize work effectively and independently.

Ability to maintain strict confidentiality of medical records and adhere to the standards for health record-keeping, HIPAA and Privacy Act requirements.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application.)*
- **REQUIRED** to obtain and maintain an Oregon Food Handlers Permit within 90 days of hire, *(program may assist with application fee)*, must obtain the permit **prior** to any food preparation.

- **REQUIRED** to have experience with computer systems, data entry programs, and Microsoft Office programs.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by the Klamath Tribal Health & Family Services' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** must submit to and clear an alcohol/drug screen and random testing as per policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to submit to annual TB skin testing and adhere to KTHFS staff immunization policy in accordance with the Centers for Disease Control immunization recommendations for healthcare workers.

Preferred Qualifications:

- Associate or Bachelor's Degree in Public Health, Health Education, Health Management, Education, Sociology, Community Development, Social Work, Educational Psychology, or similar health related field. *(Must submit copy of degree or transcripts with application).*
- Certifications such as Certified Health Education Specialist
- Experience working with Native Americans is preferred.

Indian Preference:

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit a Klamath Tribal Health & Family Services ***Application for Employment*** with all requirements and supporting documentation to:

Klamath Tribal Health & Family Services
ATTN: Human Resource
3949 South 6th Street
Klamath Falls, OR 97603

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for “Indian Preference”.

Applications will not be returned.