



700 Columbine St., Sterling, CO 80751 - (970) 522-3741 - 877-795-0646 - [www.nchd.org](http://www.nchd.org)

**JOB TITLE: COMMUNITY HEALTH SPECIALIST – Youth Substance Prevention Program (CTC)**

**EMPLOYMENT STATUS:** *Full Time, Non-Exempt*

**PAY RATE:** \$17.00- \$20.00 Per Hour

**GENERAL STATEMENT OF DUTIES:**

A Youth Substance Prevention Community Health Specialist oversees a dynamic community-based program known as Communities that Care (CTC) at Northeast Colorado Health Department to reduce substance misuse among youth. The CH Specialist will use evidence-based community organizing approaches to reduce the risk of and increase the protective factors which are also linked to long-term reductions in violence and suicide (in addition to substance misuse). Additionally, the role will address racial justice and other oppressive systems within each community, elevating all community voices and allowing community members to drive decision-making across 9,200 square miles in northeast Colorado.

**SUPERVISOR** Health Integration Manager | **DEPARTMENT** Client Health Services

**LOCATION:** Julesburg, Colorado

**PRIMARY DUTIES:**

*Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class. The Northeast Colorado Health Department retains the right to modify or change the duties or essential and additional functions of the job at any time.*

The Community Health Specialist specializing in Youth Substance Prevention will be the leader for supporting the community Coalition groups to understand and implement the Communities That Care (CTC) Model. This position will encourage the use of evidence-based approaches as the local Coalition plans, develops, implements, monitors, and sustains prevention strategies aligned to community needs. The CH Specialist will advocate for community-driven practices and emphasize capacity building of Coalition members in the Client Health Services division at the Northeast Colorado Health Department.

This role will make an impact at NCHD and in the community through the following activities:

- Strategically collaborates on program goals with Coalition Members, and community partners (youth, healthcare, law enforcement, public education, elected officials, etc.)
- Participates in the timely completion of applicable grant progress reports and other documentation as required. Will complete quarterly reporting for assigned programs.
- Performs effective public speaking to groups of varied interests and backgrounds; develops and delivers informative and persuasive presentations.
- May liaison between Northeast Colorado Health Department and funder.



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- Develops and implements the Social Development Strategy (SDS) with the goal of providing young people with opportunities, skills, and recognition to strengthen youth's bonds with their family, school and community.
- Conducts outreach, training, and assistance to community partners regarding assigned community health program(s) and NCHD services to create healthy, thriving, and resilient communities, free from violence and injury.
- Builds and retains leaders of state-funded upstream prevention and opioid preventions and intervention projects for the geographic area of focus to participate in the CTC process.
- Holds a minimum of one Coalition Member meeting per month in each of the geographic areas of focus.
- Completes an equity assessment to identify the ways in which Communities That Cares Specialists can contribute to oppression in the community for the geographic areas of focus.
- Monitors and complies with documents and Colorado Department of Public Health and Environment (CDPHE) website content for updates.
- Successfully completes the Community Mobilizer Training and masters content assignments; works with a CTC coach in advance of launching the CTC Model in their communities.
- Uses the Office of Health Equity's Sweet Tool on Authentic Community Engagement.
- Assists in all data collection efforts in order to help with continuous program quality improvement upon request by CDPHE.
- Participates in professional development opportunities, including grantee meetings, the Community Mobilizer training, effective facilitation strategies, positive youth development, accessing data resources, prevention-science, and other trainings as identified by CDPHE.
- Provide language interpretation at CTC Coalition Member meetings when there are non-English speaking community members participating.

## **QUALIFICATIONS:**

A successful Community Health Specialist will have the following traits and abilities:

- Knowledge and experience with prevention programs, specifically related to public health practice. This may include experience with prevention program development, implementation, and evaluation. Specific experience in oral health is preferred.
- Strong work ethic and passion for community health.
- Excellent computer skills, including Microsoft Office, word processing, spreadsheets, databases; be able to demonstrate considerable knowledge of grammar, spelling and punctuation; be able to demonstrate a working knowledge of office practices and procedures; ability to follow written and oral instructions; ability to make simple mathematical computations.
- Ability to communicate effectively, both verbally and in writing, to make informative, educational, and persuasive presentations internally and externally.
- Knowledge of principles and practices of coalition building and developing community partnerships.
- Dedicated to professional growth through participating in training on best practices, evidence based practices, policies, and procedures in assigned programs.



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- An associate's or bachelor's degree from an accredited college or university in public health, human services, behavioral health, wellness, health care management, grants management, public administration, business administration or related field preferred. Experience can be substituted for higher education.
- Two years of experience in public health, human services, behavioral health, wellness, health care management, grants management, public administration, business administration or related field preferred. Experience can include volunteer or internship experience.
- Must possess a valid driver's license and have access to dependable transportation readily available for business use.
- Bilingual Spanish is a plus but not required. NCHD may compensate bilingual employees with an additional salary stipend to recognize the value it brings to our operations.

#### **WORKING ENVIRONMENT:**

- Activities involve standing, sitting, driving, stooping, kneeling, climbing, lifting and carrying, transferring objects, reaching, pushing and pulling.
- Stairs are present in many offices.
- The climate and/or temperature may not be comfortable at times.
- Office equipment will be used including calculators, copy machines, telephones, keyboards and computers. Skills and activities require fine motor dexterity, good vision, good hearing and clear speaking.
- Travel is expected of all staff throughout the 6 county region (Logan, Morgan, Phillips, Sedgwick, Washington and Yuma). Travel to Denver 1-2 times per year for trainings.

#### **DRUG-FREE WORKPLACE STATEMENT:**

The Northeast Colorado Health Department is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state and local laws. Our values promote employee participation in the delivery of quality services to and on behalf of the community.

#### **EQUITY IN THE WORKPLACE:**

NCHD celebrates diversity in the workforce. We welcome applicants of all ages, ethnicities, genders, sexual orientations, and religions.

#### **HIPAA STATEMENT:**

Employees are required to maintain sensitive and confidential client information according to the HIPAA policy.



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**EMERGENCY PREPAREDNESS AND RESPONSE DUTIES:**

Employee response, as required, to support public health emergencies, incidents and events. Employee participates in all exercises and drills on emergency preparedness and response, as required. Completes training identified as appropriate for this level employee.

**OTHER:**

The Community Health Specialist position is a full-time position funded by grants, contracts and per capita contributions. While there is no guarantee of continued employment if funding is discontinued, NCHD will attempt to place the affected employee in a position of equal responsibility and wage, if a position is open and available.

**Updated: 07/14/21**