

**Walla Walla County
Position Description**

JOB TITLE: Temporary Program Assistant – SNAP-Ed

DEPARTMENT: Community Health

REPORTS TO: Health Educator

PAY GRADE: 4, Part-time to Full-time (20-40 hours/week); Temporary, not to exceed past December 31, 2021

JOB SUMMARY: The Program Assistant will help assist in implementation of county-wide health education programs of the SNAP-Ed designated work plan by working collaboratively with professional groups, providers, and other agencies. In addition to fulfilling the Department of Community Health (DOH) Consolidated Contract grant for SNAP-Ed this position addresses the National Healthy People 2020 goals. Work may involve gathering SNAP-Ed program materials to make relevant to local audience and fulfilling contract reporting requirements based on the SNAP-Ed work plan. In addition, this position will be made available to the DCH COVID-19 community response as required, which may include assisting in development or gathering of educational materials for various community sectors, including SNAP-Ed partners. Work is performed with considerable latitude for independent judgment and will be reviewed through conference, observation, and public comment.

SUPERVISORY RESPONSIBILITIES: N/A

ESSENTIAL FUNCTIONS:

- Assists in implementation and helps evaluate SNAP-Ed health education programs and interventions.
- Acts as a resource person in health education materials.
- Assists in long range planning of health education programs based on experiences of implemented programs.
- Attends and participates in various professional organizations and group meetings as assigned in order to advance the cause of public health and health education.
- Represents the County Community Health Department health education program to professional organizations, healthcare providers and the community.
- Assists in the COVID-19 response by researching, compiling, and distributing educational materials to DCH staff and the community.

EXAMPLE OF DUTIES:

- Prepares and implements SNAP-Ed direct and in-direct health education programs along with Policy, Systems, and Environment support for designated local community groups, schools, food pantries, Community Services Office of DSHS, and other organizations as required.
- Coordinates timeline and implementation of primary and secondary school direct and indirect education and SNAP-Ed programs addressing current public health issues
- Compiles healthy eating, active living SNAP-Ed materials that are age-appropriate and coordinates delivery of materials to SNAP-Ed sites
- Communicates orally and in writing, health education needs, concerns, and resources.

- Provides COVID-19 educational materials to a variety of professional sectors and the community at large
- Maintains resource file and updated inventory list for SNAP-Ed health education materials.
- Maintains resource file and updated inventory list for COVID-19 health education materials.
- Performs related duties as assigned.

EQUIPMENT TO BE USED: Standard office equipment including PC or computer workstation and related software, fax, photocopier machines, video equipment, overhead projector, power point, multi-line phone system and cell phone will /can be utilized.

WORKING ENVIRONMENT/PHYSICAL ABILITIES:

- Work will be performed both inside and outside the health department and within the county at large.
- Requires manual dexterity and visual acuity to operate a personal computer and peripherals.
- Requires the ability to lift and carry twenty-five to thirty (25-30) pounds.
- Requires sufficient hearing and speech ability to communicate verbally.
- Requires ability to work with multi-cultural, multi-lingual, and challenged individuals and families.

KNOWLEDGE AND ABILITIES:

- Ability to develop surveys appropriate to the subject matter.
- Ability to write clear reports, organize materials and make effective oral presentations before groups.
- Ability to maintain excellent communication and relationships with personnel in own and other disciplines.
- Requires ability to exercise initiative, tact, discretion, and judgment in carrying out work.
- Requires knowledge of techniques to motivate behavior and health.
- Requires knowledge of health education and principles of change.
- Requires ability and willingness to work under a potential risk of exposure to infectious diseases in the line of duty.
- Proficient in use of email and internet, Microsoft Office, and other software packages.

EDUCATION AND EXPERIENCE: A Bachelor's degree from an accredited college or university with major course work in health education, health promotion education or closely related field is preferred. Experience working with community-based groups or organizations, including collaborating with administrators, volunteers and/or agency professionals.

LICENSES AND OTHER REQUIREMENTS:

- Maintain a current driver's license and vehicle insurance.
- Access to a vehicle during work hours.
- Provide documentation of immunization status, proof of immunity to vaccine preventable diseases, or sign an exemption and participate in the employee health program.
- Must successfully pass a background check and a driving record check.
- Must not use tobacco products or smoke "electronic cigarettes".

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR
EMPLOYMENT**