

# Winslow Indian Health Care Center

## Job Vacancy Announcement #WDH-21-116

Closing Date: 10/15/2021



**POSITION TITLE: Communication Specialist**

**DEPARTMENT: Community Health Services**

**Position Summary:**

Under the general supervision of the Deputy Director of Community Health Services, the Communication Specialist will promote health education and contribute to elevating the knowledge of the WIHCC communities on health, wellness, and disease prevention. Serves WIHCC's target patient population and collaborate with businesses within the WIHCC service area such as but not limited to schools, chapter houses, clinics, and churches. Communicate access to WIHCC services and provide educational information on topics relating to health promotion disease prevention. Maintains confidentiality of all privileged information at all times. Upholds the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:**

- Maintains regular attendance and punctuality.
- Assists and collaborates with the WIHCC Public Information Officer in promoting various prioritized topics of concern to provide information, patient education, or other, as designated in accordance with HPDP goals and objectives.
- Recommends modifications and current programs, policies and procedures with regard to community health.
- Develops locally, specific community health information collection & feedback systems related to priority health issues.
- Organizes, carries out and analyzes results of local forums, focus groups, and other processes for inviting local input into definitions of health, community and determination of local health priorities.
- Identifies community stakeholders and interacts with same to establish, coordinate, and execute community events in collaboration with partners and resources within defined expenses.
- Assists the Community Health Services Department in organizing, coordinating, communicating, and collaborating the Annual Wellness Conference in the Winslow Service Area.
- Prepares and delivers presentations to groups such schools, chapter houses, clinics, or other WIHCC departments, including administration and Board of Director's as assigned, and communities in accordance with HPDP objectives.
- Demonstrates excellent customer service and conducts self in professional manner at all times.
- Coordinates and conducts surveys to assess entire WIHCC service area to determine community knowledge, attitudes, behaviors and beliefs regarding health issues.
- Guides the development of preventative education that promotes health promotion and disease prevention.
- Collaborates with the Community Health Services programs in producing department and program information that include updating program brochures, fliers, bulletins and posters.
- Develops and delivers social marketing in other forms of health-related communications including radio, website, newspaper, WIHCC Facebook, etc.
- Assists staff in developing print based materials for staff, school, community and patient information; including pamphlets, flyers, brochures, questionnaires and other print information.
- Evaluates materials produced, including reading or educational levels, acceptability, reach and retention of information by target audience members.
- Responsible for, coordinates and communicates with WIHCC departments to publish the Ya' a' t'eeh newsletter throughout the year.
- Provides written reports to reflect program outcomes with recommendations for improvement.
- Coordinates, develops, implements, evaluates, and formulates projects regarding promotion of health and prevention of disease.
- Requires completion of tasks or duties assigned by a supervisor.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCCs Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

**Minimum Qualifications:**

Bachelor's Degree in communications, health promotion, health education, community health, or related health field is required. Two years of related experience in health promotion, communication program planning, or community education required. Possess excellent written, oral, and interpersonal communication skills. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

### **Knowledge, Skills, Ability**

- Knowledge of principles and methods for curriculum, lesson plan and training design.
- Knowledge of data interpretation of evidence-based health promotion programs.
- Knowledge of teaching, instructing evidence based and best practices for health promotion and prevention standards.
- Knowledge of data collection and analysis including reporting and interpreting trend analysis.
- Knowledge of and with the use of critical thinking skills and demonstrated statistical analysis and project evaluation skills.
- Knowledge of and experience with current health education and health promotion concepts, methods, theories, practices, and techniques to assist local schools and communities.
- Knowledge of basic medical terminology and concepts in order to be able to collaborate with health professionals.
- Knowledge of physical, psychosocial and behavioral characteristics of different age groups and health status for which intervention is provided.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of duties and responsibilities of the position.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Ability to network effectively as evidenced by knowledge and interaction with WIHCC stakeholders and resources to promote HPDP objectives.
- Ability to apply Navajo traditional beliefs in presentation of health promotion and disease prevention messages; Knowledge of assessment principles involving native traditional practices.
- Ability to develop and or modify policies, procedures, guidelines, manuals, protocols, tools, curricula, and work plans to support promotion of health and prevention of disease implementation, documentation, reporting in the clinics, schools, communities, service units and worksites.
- Ability to resolve matters involving controversy, conflict, or overlap of community health to an organized fashion.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to effectively communicate both in written and verbal.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

### **Physical Demands:**

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

### **Work Environment:**

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

**As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.**