

**Walla Walla County
Position Description**

JOB TITLE: Communications Coordinator

DEPARTMENT: Community Health

REPORTS TO: Division Manager, Healthy Communities

PAY GRADE: 5, Temporary, not to exceed six (6) months; up to 40 hours/week

JOB SUMMARY: The Communications Coordinator works cooperatively with the Department of Community Health (DCH) management, staff, community groups, governmental and private agencies/organizations to plan, organize, provide, and participate in public health communications. Coordinates and maintains all DCH communications including serving as the Point of Information (PIO) during public health emergencies. The position will be responsible for marketing image, including but not limited to web presence, social media, and printed materials. Assists in the dissemination of information to internal and external customers. Coordinates with local, regional, and state partners on DCH related activities, workgroups, and initiatives.

SUPERVISORY RESPONSIBILITIES: N/A

ESSENTIAL FUNCTIONS:

- Ensure DCH communicates effectively with appropriate community organizations in the ongoing process of assessing and addressing community needs.
- Speak to groups for the purpose of enhancing the understanding of DCH and Public Health core functions.
- Consult with and provide technical assistance to community members, groups, and the media regarding the availability and interpretation of local/regional/state health information and data.
- Work in conjunction with area community agencies and groups in the development of health improvement strategies to resolve problems in all aspects of various health environments.
- Develop and maintain effective working relationships with area organizations, public agencies, healthcare/volunteer organizations, schools, etc., to ensure communication between DCH and the community is seamless.
- Work with media to promote programs; prepare various reports, press releases, and public service announcements to ensure dissemination of information in a timely manner.
- Maintain DCH's online presence through the use of direct website and social media outlets.
- Organize and participate in community health coalitions and task forces on various health promotion topics.

EXAMPLE OF DUTIES:

- Write and submit grant applications.
- Oversee volunteers and/or interns.
- Support DCH efforts to achieve goals of required measures for Public Health Standards and Accreditation.
- Support DCH management with Quality Improvement (QI) strategies.
- Attend community meetings and Department of Health communication coordinator meetings.

- Perform and document Medicaid Administrative Match activities per the Medicaid Administrative Match Training Manuals for Local Health Jurisdictions (LHJ).
- Respond to public health emergency drills/exercises or actual events as required.
- Perform other duties as assigned.

EQUIPMENT TO BE USED: Standard office equipment including PC or computer workstation and related software, fax, photocopy machines, multi-line phone systems, voice mail, email, and cell phones.

WORKING ENVIRONMENT/ PHYSICAL ABILITIES:

- Participate in activities both within and outside the department in the community at large, such as schools and community groups, in a variety of environments and settings.
- Requires manual dexterity and visual acuity to operate a personal computer and peripherals.
- Ability to lift and carry twenty-five to thirty (25-30) pounds.
- Requires sufficient hearing and speech ability to communicate effectively verbally.
- Ability to drive an automobile, fly in an airplane and travel as required.

KNOWLEDGE AND ABILITIES:

- Knowledge of communication techniques.
- Knowledge of report writing.
- Knowledge of social and cultural issues impacting health.
- Knowledge of measures for effective outcomes.
- Knowledge of communications media.
- Knowledge of and ability to apply models of learning and behavior change.
- Ability to exercise initiative, tact, discretion, and judgment.
- Ability to communicate well and work cooperatively with staff, colleagues, and other professionals in the community.
- Effectively present information and respond to questions from groups of managers, clients, and the general public.
- Read, analyze, and interpret professional journals, technical procedures, and governmental regulations.
- Communicated effectively both orally and in writing.
- Ability to use computer and peripherals and related software such as Word, Excel, Publisher, PowerPoint and email or specialized software programs.
- Knowledge of local services and referral services.
- Ability to work independently and manage his/her activities.
- Ability to work as a team member.
- Ability to work with multi-cultural individuals and persons with disabilities.
- Work with minimum supervision.

EDUCATION AND EXPERIENCE: A BA or BS in communications, social sciences, or health related field, **and** at least two (2) years' experience related to community outreach, mobilization, and public relations.

LICENSES AND OTHER REQUIREMENTS:

- This individual **MUST** not use tobacco in any form, smoke "electronic cigarettes" or use marijuana.
- Maintain professional continuing education.

- Maintain the principles of confidentiality.
- 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.

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