



BENTON COUNTY (OR)
invites applications for the position of:

Alcohol, Tobacco, and Other Drug Policy Analyst (PC41)

SALARY: \$24.99 - \$31.24 Hourly

OPENING DATE: 01/09/20

CLOSING DATE: 01/24/20 11:59 PM

POSITION SUMMARY:



We are currently looking for an Alcohol, Tobacco, and Other Drug Policy Analyst to join our growing team. This position implements Policy, Environmental, and Systems (PES) change strategies to prevent chronic disease and promote healthy communities including assessment, program planning, community mobilizing, coalition building and implementing and evaluating the effectiveness of chronic disease prevention and PES strategies. Provides technical/program expertise to community coalitions and groups and coordinates collaborative prevention and PES efforts. Secure funding for programs, including developing grant applications and implementing and coordinating grant activities. Create, produce and communicate community health assessment and community health improvement plans and all applicable reporting. Specifics depend on area of assignment.

This is a limited duration part-time position with no guarantee of employment after 6/30/2021.

Essential Duties

Outreach, Community Mobilization, and Coalition Building

- Engage and mobilize community members, agencies, leaders and other partners to become champions for assessing and improving health status indicators, health policies, and health equity.
- Implement targeted community education and other evidence-based Policy, Environmental, and Systems (PES) strategies for evaluating and promoting healthy behaviors and reducing chronic disease, illness, and other health threats.
- Organize and/or participate in local, regional, state coalitions to engage diverse participants as advisors and partners in planning, conducting or advancing PES strategies.
- Create print material, online communications, visual displays and audio-visual pieces to strategically raise awareness and further community organizing and PES efforts.

Program/Policy, Environmental, and Systems Planning, Implementation and Evaluation

- Collaborate and coordinate with private and public partners at local and state level to support health status assessment and improvement and to reduce health disparities.

- Convene coalitions and promote collaborations that address identified, high priority community needs.
- Conduct, monitor, and/or provide technical assistance to evaluation, community planning, and PES review & development process.
- Develop, implement, and monitor population-based assessment, prevention and PES action plans/strategies.
- Identify and implement mechanisms to integrate effective, evidence based interventions into existing and future population health improvement efforts
- Develop, apply for, monitor and submit reporting for grants, other funding sources, and related contracts.
- Manage data collection, evaluation, and reporting to ensure requirements are met.
- Serve as subject matter expert on current and future programs to internal/external partners and community. Including other counties and agencies.

Community Assessment

- Engage community members in assessing and evaluating community and/or population-specific needs and health outcomes.
- Develop and implement data collection and analysis activities, utilizing and/or designing appropriate data collection tools and other survey instruments.
- Research and analyze current public health strategies that support prevention, Policy, Environmental, and Systems (PES) and population level health interventions.
- Interpret, incorporate, and communicate current data and research to the community and policy makers informed by health literacy principles.

Special Projects

- May oversee, mentor and guide work of graduate and undergraduate student interns and/or program volunteers to support program activities.
- Create and/or contribute to authoring journal articles, media releases, attends professional conferences as a presenter and/or facilitator, and provides training and technical assistance to other groups and organizations.
- Participate as an active member of inter-disciplinary teams, and other health services & county/state/national initiatives to improve and integrate services.

Other Duties As Assigned

The following minimum qualifications are required for this position:

- Bachelor's degree from an accredited college or university in a field closely related to this position.
- 1 year of experience in area of assignment in policy development, community building, or health behavior change or closely related field.
- Master's Degree in Public Health, Community Health, Public Administration, Public Policy, or an equivalent field preferred.

ADDITIONAL INFORMATION:

While performing the duties of this job, the employee is frequently required to use hands to finger, handle or feel; talk; or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; and stoop; kneel; or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

The employee works in well-lighted, clean environments. The noise level in the work environment is quiet to moderate. The employee may occasionally work with angry or hostile clients or members of the public.

Benton County is an equal opportunity, affirmative action employer committed to work force diversity, fair employment practices and non-discrimination, including pay equity for all employees. We do not discriminate on the basis of race, religion, color, sex, marital status, family status, national origin, age, mental or physical disability, protected veteran status, sexual orientation, gender identity or source of income.

If you wish to identify yourself as an individual with a disability under the Americans with Disabilities Act of 1990 and will be requesting accommodation, please contact the Benton County Human Resources Department by calling (541)766-6081 or email recruiting@co.benton.or.us

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.co.benton.or.us/>

Position #20-004
ALCOHOL, TOBACCO, AND OTHER DRUG POLICY ANALYST (PC41)
AP

4077 SW Research Way
Corvallis, OR 97333
541-766-6081

recruiting@co.benton.or.us

Alcohol, Tobacco, and Other Drug Policy Analyst (PC41) Supplemental Questionnaire

- * 1. Which of the following best describes your highest related level of education?
 - ☐ High School Diploma or Equivalent
 - ☐ Associate's degree
 - ☐ Bachelor's degree
 - ☐ Master's degree
 - ☐ Doctorate degree
 - ☐ None of the above
- * 2. How many years of experience do you have performing one or more essential functions of this position?
 - ☐ Less than 1 year
 - ☐ 1 year
 - ☐ 2 years
 - ☐ 3 years
 - ☐ 4 years
 - ☐ 5 years or more
 - ☐ No experience
- * 3. How does your education and experience relate to the essential functions of this position?
- * 4. Please describe your experience working with populations experiencing health disparities.
- * Required Question