

Job Description

Job Title: Community Information Coordinator I **Job Code:** 903120/903121 **Job Family:** Direct Care
Pay Grade: JC.16.15 **FLSA:** Exempt/Non-Exempt* **EEO:** Professionals
Department/Agency: Countywide **Position Number(s):** Multiple
Recommended Position Title(s): Community Information Coordinator, Health Educator

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

Essential Duties:

- Conducts presentations as the subject matter expert and disseminates information to a variety of audiences based on community needs or requests; prepares and distributes health education materials, such as reports, bulletins, and visual aids to address health concerns; participates in local and statewide coalitions and stakeholder groups; assists in the implementation of initiatives, including best and evidence based practices, using a variety of strategies and techniques.
- Assists with the collection and analysis of data to evaluate the effectiveness of initiatives; makes recommendations for improvements or enhancements to ensure initiatives are designed to accomplish desired objectives and outcomes.
- Provides input and assists in evaluating community needs for awareness and behavioral change related to matters of community health and welfare; collects and disseminates information regarding local and national trends and developments.
- Collaborates with internal stakeholders and community partners to promote and support initiatives and informational materials; assists with and promotes new and existing community initiatives to meet community health and welfare goals and objectives.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

Bachelor's degree in Education, Public Health, Social Work, or a related field is required. Two (2) years of experience in the area of focus. May require KS/MO driver's license, depending on department or agency.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

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Preferred Job Requirements:

Two (2) years of experience presenting information to groups and two (2) years of experience in the collaboration and coordination of initiatives/activities and/or project management are preferred.

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

Within sixty (60) days of hire, employees (select DHE and EMS positions) must produce proof of immunization, proof of immunity, proof that immunization is medically contraindicated, submit a written objection to immunization based upon a sincerely held religious belief, or receive vaccination for the following: Measles, Mumps, and Rubella (MMR); Tetanus Diphtheria and Acellular Pertussis (TDAP); and Varicella (Chickenpox).

All County employees may be called upon to assist other departments in a declared emergency situation.