



Recruitment for On-Call Program Specialist
Advanced Practice Center, Emergency Preparedness & Response
Multnomah County Health Department, Portland, Ore.

Description of APC Program

The Advanced Practice Center (APC) located at Multnomah County Health Department (MCHD) in Portland, Ore. is one of eight sites from around the country that strives to create innovative and customizable public health preparedness and response tools for local health departments. Resources developed represent promising practices within the discipline of public health preparedness, and serve to increase capacity and capability of response efforts at the local level. The end goal? Improved response systems and community resiliency/recovery from disasters.

Job Summary

The APC program has a need for a **part time, on-call (10 hrs/wk), Program Specialist** to assist with the development of two resources and the ongoing delivery of program communications. The resources include a training curriculum to help prepare public health practitioners for leadership positions during a response to a public health incident and a guide to preparedness and response policies and procedures integral during emergency operations. A list of primary job duties include:

- Develop content from an outline form to a leadership training curriculum
- Research adult learning theory and educational principles pertaining to best practices in adult training
- Work with partners to vet curriculum content and revise as necessary
- Develop content for the program E-newsletter; provide editing/proofreading using electronic communication best practices
- Conduct outreach to other Local Health Departments to market APC products and secure communication opportunities
- Develop content for two Podcasts
- Cleaning and maintenance of membership database, as requested
- Other duties, as assigned

Knowledge/Skills/Abilities Required:

- Completion or working toward completion of Master of Public Health degree
- Working knowledge of the methods and techniques of program research, design, planning, development, implementation, monitoring and evaluation;
- Effective skills in small group dynamics and effective consensus building;
- Ability to work effectively with people of diverse ethnic and socio/economic backgrounds;
- Ability to communicate clearly and concisely, both orally and in writing; and to express ideas and thoughts effectively and persuasively in public;
- Ability to gain cooperation and support through discussion and persuasion;

- Ability to coordinate multiple concurrent programs;
- Ability to make recommendations for policy, procedure and outcome changes; and
- Ability to effectively facilitate and conduct ad hoc and formal meetings
- Adobe InDesign software experience preferred

Public Health Competencies Addressed:

- Policy Development/Program Planning Skills
 - Gathers information relevant to specific public health policy issues
 - Identifies mechanisms to monitor and evaluate programs for their effectiveness and quality
 - Applies strategies for continuous quality improvement
- Communication Skills
 - Communicates in writing and orally, in person, and through electronic means, with linguistic and cultural proficiency
 - Applies communication and group dynamic strategies in interactions with individuals and groups
- Cultural Competency Skills
 - Incorporates strategies for interacting with persons from diverse backgrounds
 - Responds to diverse needs that are the result of cultural differences
- Community Dimensions of Practice Skills
 - Identifies stakeholders
 - Maintains partnerships with key stakeholders
 - Uses group processes to advance community involvement
 - Gathers input from the community to inform the development of public health policy and programs
- Basic Public Health Sciences Skills
 - Retrieves scientific evidence from a variety of text and electronic sources

Timeline

This is an ongoing opportunity beginning November 1 and extending throughout the duration of project year (September 30th, 2012). This position is budgeted at 10 hours/week.

Compensation

This position is a nonrepresented/nonbenefited position paid at \$23.62/hour, or equivalent to step one of the Program Specialist classification at Multnomah County. Pay periods occur on the 15th and last day of each month.

Selection Process

If you are interested in this opportunity, please email Aron Stephens, MPH by **October 15th, 2011 at 5pm at aron.stephens@multco.us** . Please submit a resume along with a writing sample you feel best qualifies you for this position. Please also indicate whether you have experience with Adobe InDesign.