

Volunteer Position Description

Volunteer Position Title: Health Promotions Intern

Number of Volunteers Needed: 1

Department: Jackson County Health Department

Summary of Position:

Assist health promotion staff with data collection, data analysis, education and activities for the citizens of Jackson County, primarily in Eastern Jackson County.

Job Duties and Responsibilities

The Health Educator intern will be responsible for applying the six health education and promotion competencies as outlined by the University of Southern California's Master of Public Health program. These include:

1. Incorporate understanding of cultural, socioeconomic, and demographic factors into community health education, health policy and health service strategies to improve the health status of a community.
2. Articulate the key process steps in the development, implementation, and evaluation of community health promotion programs.
3. Function as a community resource person by demonstrating the skills need to: listen attentively and purposefully to a group; perform needs assessments based on both first-hand and appropriate secondary sources; and to integrate community objectives into verbal, written and/or mass-media communications.
4. Prepare clean and concise health education materials tailored appropriately to diverse audience segments.
5. Apply behavioral science, health education, and communication theories and methods to the analysis of community health problems and the development of effective health promotion strategies.
6. Develop and carry out an effective process and outcome evaluation of a community based health promotion program.

Knowledge, Skills and Abilities

1. Knowledge of principles, practices and processes used in the health education and health promotion component of community health programming.
2. Knowledge of educational instruction methods and techniques for presenting health education programs to individuals and groups.
3. Ability to apply logical thinking to solve problems or accomplish tasks.
4. Ability to communicate clearly and effectively, orally and in writing with correct English usage, including spelling, grammar, punctuation and vocabulary.
5. Demonstrated tact, discretion, initiative and independent judgment within established guidelines.
6. Computer-literate in applications related to the work.

Reporting Relationship:

Reports to the Health Promotion Manager, Jackson County Health Department.

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Working Conditions:

Normal hospital working environment. Requires good verbal and written communication skills. Must be able to speak and read the English language.

Ability to move freely (standing, stooping, walking, bending, pushing, and pulling) and lift up to a maximum of fifty (50) pounds without assistance.

Some work may occur in a community setting and may include contacts in a high crime area and in extremes of temperature.

Blood Borne Pathogen Exposure:

Category III: Job Classification includes those employees who perform jobs and tasks where NO CONTACT with blood borne pathogens occurs and Category I and Category II tasks ARE NOT a condition of employment.

Schedule: Monday- Friday; 9:00 am -3:30 pm (Schedule is Flexible)

Coverage needed: Spring/Summer 2016

For inquiries, please contact Ray Dlugolecki at Ray.Dlugolecki@tmcmed.org

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Training Guidelines

Trainer: Please go through complete training guide with new volunteers. Check off each area as you complete it and return to the Dept. Please walk each new volunteer to the “key” areas described below.

Beginning/Ending Day Procedures

Ex. Check in with staff when you arrive then get mail. .

Key Places to Know (walk new volunteer to each place)

Ex. _____copier _____storage/supply room _____Elevators (which) etc.

Directions to Key Areas:

Ex..Human Resources – Lab- Pharmacy – etc.

Helpful Tips

Common Questions