Mission: BFHD provides all people in our community the opportunity to live full productive lives by promoting healthy lifestyles, preventing disease, reducing injury and protecting our environment.

Assessment Coordinator I

Hours: Full-time, 40 hours per week
Salary: $3852 - $4247
Closing Date: Until Filled

The Position

DEFINITION: Under supervision of the Performance Manager, works cooperatively with the Health Officer, management, community groups, governmental and private agencies/organizations to plan, organize, provide and participate in public health assessment programs.

ESSENTIAL JOB FUNCTIONS:

- Lead the Health District assessment function, the identification and prioritization of new or updated community health information needs as determined by the Health Officer, the Board of Health, and community stakeholders.
- Work with agency staff and seek technical assistance from statewide colleagues in designing specific surveys or acquiring other assessment tools.
- Collect, analyze and disseminate Benton-Franklin Health District public health data.
- Oversee publication of assessment data and interpret and present to the community.
- Maintain an inventory/clearing house of available assessment data.
- Represent the assessment functions of the Benton-Franklin Health District in local and state forums as appropriate.
- Speak to groups for the purpose of enhancing the understanding of Benton-Franklin Health District and Public Health core functions, giving an overview of the community.
health status, learning community concerns and facilitating discussions about prioritizing health issues and targeting resources in order to address issues of concern.

- Consult with and provide technical assistance to community members, community groups, and the media regarding the availability and interpretation of local data.
- Coordinate and oversee grant application and management process, including research for new funding sources and grant writing.
- Support BFHD efforts to achieve goals of required measures for Public Health Standards and Accreditation.
- Support BFHD management with Quality Improvement (QI) strategies.
- Respond to public health emergency drills/exercises or actual events as required.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of health assessment techniques, statistical analysis and report writing. Ability to work with mathematical concepts such as statistics, probability, algebra and other complex mathematical operations. Understanding of social & cultural issues impacting health. Knowledge developing measures for effective outcomes. Experience with statistical computer software programs. Ability to effectively present information to staff and community.

The Requirements & Selection Process

MINIMUM QUALIFICATIONS: BS or BA Degree in biological or social sciences or related field, with appropriate coursework in statistics and/or epidemiology, and at least two years of experience desired related to community outreach, mobilization, and public relations. College transcripts required to ascertain the inclusion of an advanced statistics or epidemiology course. Master’s Degree in Public Health preferred.

Additional Requirements: Performance of job duties requires driving on a regular basis, a valid Washington State driver’s license, the use of the incumbent’s personal motor vehicle when a District fleet vehicle is not available for use, and proof of appropriate auto insurance.

SELECTION PROCESS: The most qualified applicants, based in part upon evaluation of the completed application and related information will be invited for an interview. Applications should be submitted to the Human Resources Manager, Lisa Wight, 7102 W. Okanogan Place, Kennewick, WA 99336 or lisaw@bfhd.wa.gov.

About Our Area

South-central Washington provides a wonderful living environment with access to numerous rivers and four seasons of weather. We have affordable housing and excellent schools, including local colleges. We have fine dining, shopping, and access to many sporting and cultural offerings without the traffic of larger cities. When you want to see other sites, Seattle, Spokane, Portland, Oregon, and Idaho are just a couple of hours away.