

Teton County Health Department

JOB DESCRIPTION

Position Title:	Chronic Disease Prevention Program Coordinator		Tier:	
Agency:	Teton County Health Department	Reports to:	Public Health Director	
Employment Status:	Part-time Up to 0.35 FTE	Pay Grade:	Based on experience	FLSA Status: Non-exempt

Position Summary:

The Chronic Disease Prevention Program Coordinator promotes individual and population health through health promotion, education initiatives, and health behavior change programs in a variety of settings for the diverse populations represented in Teton County. Responsibilities include planning, implementing, and evaluating the Montana Cardiovascular Disease and Diabetes Prevention Program, the Chronic Disease Self-Management Program, and the Walk with Ease Program in Teton County.

Work involvement will include initiatives and projects set forth by the State of Montana Department of Health and Human Services at any given time, and are subject to change as the initiatives and projects evolve.

Essential Duties:

Montana Cardiovascular Disease and Diabetes Prevention Program

- Coordinate and oversee the Montana Cardiovascular Disease and Diabetes Prevention Program (DPP) as the lead lifestyle coach.
- Must receive formal training in conducting the DPP intervention.
- Establish and chair a “work group” that may include referring healthcare providers and other important community stakeholder(s) to plan DPP activities, such as recruitment process, medical clearance, financial commitment of participants, provider relations, community resources, etc.
- Implement recruitment process, both through community outreach, and local provider referral process.
- Utilize a formal “entry” process, to assess participant eligibility and diabetes and cardiovascular risk factors, review completed provider medical clearance, assess readiness-to-change and confirm stage is appropriate for intervention, complete the participant behavior change contract.
- Lead groups no larger than 40 participants through DPP’s Core Curriculum (16 sessions/weeks) and After Core classes. Curriculum topic include self-monitoring, dietary changes, and increasing physical activity, all outlined in the DPP Curriculum.
- Facilitate or coordinate bi-weekly exercise opportunities for program participants.
- Provide each participant who has completed Core Curriculum with a personalized follow-up plan.
- Measure attainment of individual and aggregate goals and program outcomes, through a computer-based registry.
- Evaluate on-going effectiveness of the program; use data to identify opportunities for program improvement.

- Maintain annual continuing education in weight loss, exercise, and behavior techniques.

Chronic Disease Self-Management Program

- As time and interest permits, coordinate and oversee the Chronic Disease Self-Management Program (CDSMP), also called the Montana Living Life Well Program, as the CDSMP Leader.
- Must attend 4-day CDSMP Leader Training, led by Master Trainers.
- Must facilitate a 6-week CDSMP workshop within 6 months of completing the training.
- Must facilitate at least 1 CDSMP workshop per year to maintain certification.
- Advertise and recruit participants for CDSMP Workshops, working with key community partners.
- Prepare for each workshop by reviewing Living Healthy manual and materials
- Organize the workshop meeting space with supplies and/or refreshments
- Co-present the workshops according to the directions, training, and materials provided with another certified CDSMP Leader.
- Encourage interactive discussion about the concepts and skills presented.
- Monitor and connect with each participant.
- Promote socialization and a solution-oriented environment among the participants.
- Maintain fidelity of CDSMP program, in accordance with workshop requirements and content.
- Collect required participant information and evaluation materials, and report to state health department as required.

Walk with Ease Program

- As time and interest permits, coordinate and oversee the Walk with Ease (WWE) or Walk with Ease – Self-Directed (WWE-SD) program in Teton County.
- Must attend WWE or WWE-SD training
- Facilitate 6-week WWE or WWE-SD program in Teton County at least once annually.
- Advertise and recruit participants for WWE or WWE-SD programs, working with key community partners.
- Organize and schedule in-person walking groups for WWE.
- Correspond with WWE and WWE-SD participants through email.
- Provide follow-up and support to participants on a weekly basis, to encourage their active participation and submission of weekly walking minutes, as required by the program.
- Collect required participant information and evaluation materials, and report to state health department as required.

Other Duties and Responsibilities:

- This position has been identified as an essential duty position. In the event of a public health emergency, you shall report to work if ordered to do so by any other the following officials or positions: (1) Public Health Director or designee, (2) Lead Public Health Nurse, or (3) a member of the Commissioner’s office. Perform public health emergency response duties as assigned and consistent with training provided.
- Collaborate in the development of and contribute to individual, team, and departmental quality improvement, performance management, and evaluation activities.
- Promote a work environment where continuous quality improvement in professional practice is pursued.

- Contribute to ongoing educational experiences regarding public health nursing for colleagues, nursing and other health-related students, healthcare professionals, and members of the community.
- Participate in community assessment; can distinguish between qualitative and quantitative community assessment data; understand incidence and prevalence data; know how to access basic community epidemiological data.
- Assume responsibility for own professional growth and development by pursuing education, and participating in professional committees and work groups.

Minimum Qualifications:

Education and Licensing

- Registered Nurse, Registered Dietician, Certified Diabetes Educator, health coach, or exercise specialist.
- Current CPR certification.
- Ability and willingness to complete any continuing education required by the Health Department or State during term of employment.
- National Incident Management System (NIMS)/Incident Command System (ICS) 100, 200, and 700.a certification within six (6) months of employment.
- Valid Montana drivers' license.

Knowledge and Skills

- Knowledge of the core functions and essential services of public health.
- Knowledge of education program planning, implementation, and evaluation.
- Knowledge of course design, teaching methods, and techniques for presenting material.
- Knowledge of health promotion and health education theories and practices related to: public health, epidemiology, disease prevention, behavioral change, group process, community organizing and mobilizing, social justice, and adult learning.
- Knowledge of social marketing principles, public information, and mass media.
- Interpersonal communications, group process, and facilitation skills.
- Excellent oral and written communication skills.
- Effectively communicates a broad amount of information to a wide variety of audiences.
- Demonstrates ability to make group presentations.
- Demonstrates computer use ability in word processing, spreadsheet and database software.
- Demonstrated ability to use a wide range of audio visual equipment.

Work Environment:

May need to work a flexible schedule including some evenings and weekends (per program requirements). Able to travel to attend Diabetes Prevention Program Lifestyle Coach meetings, and other required program trainings and events.

Essential Duties will be performed in health department facilities, as well as community sites potentially including schools, workplaces, and county facilities. Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, sudden temperature changes, and poor illumination at the job site

or due to travel on the job. Travel to and from community locations may subject worker to increased risk of driving hazards. Community locations may subject worker to fumes, airborne particles, insects and other disease vectors, and communicable diseases.

Due to the need for all Health Department personnel to respond to public health emergencies, the employee must be able to meet the physical demands of performing the following activities:

Engage in the following movements: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, writing, and repetitive motions. Exert up to 25 pounds of force occasionally, and/or a negligible amount of force constantly to move objects. Hearing ability sufficient enough to communicate with others effectively in person and over the phone. Visual ability must be sufficient enough to read typewritten documents, computer screen, and drive a car. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, in compliance with the Americans with Disabilities Act and any other applicable Federal and Montana law.

Reasonable Accommodation Definition:

Reasonable accommodation is a modification or an adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform essential job functions. Reasonable accommodation also includes adjustments to assure that a qualified individual with a disability has rights and privileges in employment equal to those of non-disabled employees.

TETON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

JOB DESCRIPTION REVIEWED DATE _____

EMPLOYEE SIGNATURE: _____

NAME OF PERSON PERFORMING REVIEW: _____