

## **CITY OF HAMILTON**

### **HEALTHY & SAFE COMMUNITIES DEPARTMENT** **(HEALTHY FAMILIES DIVISION – LOCATION – TBA)**

#### **HEALTH PROMOTION SPECIALIST – CUPE 5167 or ONA 50 (SEE NOTE #1 BELOW)**

##### **SUMMARY OF DUTIES**

Reporting to a Program Manager, develops, implements and evaluates health promotion programs and policies in collaboration with Manager, staff and community partners, keeping with the requirements of the Ontario Public Health Standards and reflecting local priorities. Develops and monitors an annual work plan and budget.

##### **GENERAL DUTIES**

Participate in identifying priorities for targeted health promotion initiatives by reviewing existing epidemiological, behavioural and socio-demographic data related to health promotion and by conducting needs assessments.

Research, monitor and interpret data relevant to health promotion initiatives and remain current with the literature and critically appraise research to assist with priority setting, targeting and determination of community-wide strategies.

Keep abreast of innovative and effective health promotion strategies reported in the literature and in networking with peers and experts in the field.

Promote development, implementation and evaluation of community-based initiatives, based on defined priorities and targeted at specific population groups.

Collaborate with internal and external partners on the development, implementation and evaluation of integrated health promotion initiatives (e.g. Add in program specific example here).

Make recommendations to Manager based on system data, evaluation results and other factors.

Prepare work plans, verbal and written progress reports as requested by Manager.

Prepare written and verbal reports and presentations for Committees of Council.

Prepare funding proposals as needed/required.

Represent the Division/Program on relevant committees.

Respond to media interviews and other information requests following the internal policies and procedures.

Develop and evaluate health education resources for broad community distribution and target groups Provide training and consultation on health promotion strategies (insert program specific example here)

Provide leadership for coalitions with community partners/ organizations.

Provide leadership for and/or participate in research projects as approved by dyads.

Maintain confidentiality of personal health information and other records, as required

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

**QUALIFICATIONS**

1. Demonstrated knowledge and experience in health promotion, planning, implementation and evaluation normally acquired through the completion of a Master's Degree in Health Promotion, Behavioural Science or related discipline or a Baccalaureate Degree in Health Sciences or an Applied Science with related experience in health promotion, health communication, community mobilization, and policy development and analysis.
2. Demonstrated knowledge and experience in (Insert program specific information here)
3. Experience in computerized work environment. Working knowledge of Microsoft Office (Word, Excel, Power Point) and database software.
4. Demonstrated ability in identifying priorities for targeted health promotion initiatives by reviewing epidemiological, behavioural and socio-demographic data.
5. Demonstrated ability conducting evaluations and assessments.
6. Well-developed research, reasoning, analytical and problem solving skills.
7. Experience in project management would be an asset.
8. Thorough knowledge of analytical research methodologies and computerized analytical techniques
9. Demonstrated ability to express ideas effectively, verbally and in writing.
10. Must keep up-to-date on innovative and effective health promotion strategies reported in the literature and in networking with peers and experts in the field.
11. Demonstrated ability to work independently as well as in a team.

**NOTE 1:**

This position will be within ONA if the successful candidate has a current CNO certificate of competence; otherwise, this position will be within CUPE 5167.

**NOTE 2:**

This position(s) currently requires the incumbent(s) to use their personal vehicle(s) 3 or more times per week for City business. In accordance with the City policy, parking is provided at this time. Should this job requirement change, parking will only be provided in accordance with the City policy in force at that time.

**NOTE 3:**

The successful candidate will be required to provide immunization records, which may include TB testing prior to the start of employment to meet the requirements of the Staff Immunization and Surveillance Policy and Procedure

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE**

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