

CITY OF HAMILTON

PUBLIC HEALTH SERVICES

(FAMILY HEALTH DIVISION – REPRODUCTIVE AND CHILD HEALTH - LOCATION – 2 KING ST. W., 3RD FLOOR, DUNDAS)

HEALTH PROMOTION SPECIALIST – CUPE 5167CUPE 5167 or ONA 50

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 programming 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 programming and remain current with the literature and critically appraise research to assist with priority setting, program targeting and determination of community-wide strategies.

Keep abreast of innovative health promotion strategies 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 programs, based on defined priorities and targeted at specific population groups.

Collaborate with others on the development, implementation and evaluation of integrated health promotion programs (e.g. Reproductive and Child Health programs).

Make recommendations to Manager regarding program viability and/or modifications or discontinuance 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 for Board of Health as requested by Manager. Prepare proposals to apply for funding or program development.

Represent the Division on relevant committees, agencies and/or community boards.

Respond to media interviews and other information requests.

Develop and evaluate health education resources for broad community distribution and target groups such as children, youth and families

Review materials and publications for other agencies. Maintain current resource files.

Provide training and consultation on health promotion strategies to Division staff, educational professionals, students, community groups, parents and individuals.

Provide leadership for coalitions with community partners/ organizations.

Provide leadership for and/or participate in research projects.

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, program 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 Reproductive and Child Health issues and work with high risk populations.
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 programming by reviewing epidemiological, behavioural and socio-demographic data related to Reproductive Health and Child Health issues.
5. Demonstrated ability conducting needs assessments.
6. Well-developed research, reasoning, analytical and problem solving skills.
7. Thorough knowledge of analytical research methodologies and computerized analytical techniques.
8. Demonstrated ability to express ideas effectively, verbally and in writing.
9. Must keep up-to-date on innovative health promotion strategies and effective health promotion strategies reported in the literature and in networking with peers and experts in the field.
10. Demonstrated ability to work independently as well as in a team.

THIS POSITION REQUIRES A VALID "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

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