



## Madison County Health Department

◇ 493 Medical Park Drive ◇ Marshall, NC 28753 ◇

◇ Tel: 828-649-3531 ◇ Fax: 828-649-9078 ◇

[www.madisoncountyhealth.org](http://www.madisoncountyhealth.org)

**Tammy Cody, MHS**  
Health Director

**Melissa Robinson, MD**  
Medical Director

### VACANCY ANNOUNCEMENT

TITLE: Public Health Educator Trainee/Health Education Coordinator

SALARY: \$15.00 - \$23.50/hour @ 40 hours/week

BENEFITS: Holidays, Accrued Vacation and Sick Leave, Health Care and other benefits available after 60 days

### PRIMARY PURPOSE OF POSITION

The Health Education Coordinator is responsible for coordination and implementation of the Madison Mental Health Awareness Training (Madison MHAT) grant funded project. The purpose of this project is to provide training in evidence-based practices (EBP) for people who routinely interact with individuals experiencing symptoms of a mental health disorder or crisis. This includes: 1) teachers and relevant school personnel; 2) law enforcement and emergency services personnel; 3) individuals employed in a human services occupation; and 4) interested community members. Madison MHAT will offer training in Mental Health First Aid (MHFA), Youth Mental Health First Aid (YMHFA), and Question, Persuade and Refer (QPR), allowing community members to collectively respond to individuals with mental health disorders, particularly those with Serious Mental Illness (SMI) and/or Serious Emotional Disturbance (SED). Through a coordinated effort, community members will be trained to identify signs and symptoms of mental illness and refer to services, while at the same time respecting the cultural norms in the Appalachian region, so residents' well-being will improve. Residents of all ages will benefit from the presence of neighbors and community members trained in these practices. The geographic catchment area is Madison County, North Carolina.

The Health Education Coordinator will work closely with the MSAC Program Director and Leadership Team to coordinate with partnering organizations. This individual will work effectively with all community sectors and possess the ability to perform duties as an educator and resource coordinator. This individual will be responsible for all logistical issues in carrying out the Madison MHAT grant funded project, as well as other duties as assigned.

### DESCRIPTION OF WORK:

- Develop relationships with a variety of private and public organizations, community agencies and residents of Madison County to increase awareness of available resources and behavioral health needs.
- Coordinate and conduct training and skill building opportunities for a variety of private and public organizations, community agencies and residents across Madison County.
- Obtain credentials as a Mental Health First Aid trainer to provide training across Madison County.
- Build the capacity of MHFA providers in Madison County to assist in implementing training.
- Assess the strengths and needs of the Madison MHAT project. Work with the Program Director and Leadership Team to review and/or revise the strategic action plan as needed to achieve goals.
- Collect required data and documentation and track progress to ensure compliance, appropriate and efficient use of resources and provide outcome related reports.
- Work within a variety of electronic reporting systems, as set forth in the grant.

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- Collaborate with partnering agencies to provide outreach and other educational events.
- Maintain active membership in MSAC.
- Other duties as assigned by the Program Director.

KNOWLEDGE, SKILLS, AND ABILITIES:

Employee must:

- Report to work, scheduled meetings, and events on time, and adhere to the attendance policy.
- Have strong communication, analytical, and organizational skills, both oral and written.
- Have an outgoing personality and ability to speak in front of large groups of people.
- Collect and report data in an accurate and timely manner using multiple electronic systems.
- Participate in program planning, implementation and evaluations as outlined in the action plan.
- Understand work processes, office/program administration techniques and related systems.
- Keep abreast of any guidelines or regulations, which impact the deliverables of the program/grant.
- Interface with the public in a pleasant, helpful manner via telephone, electronic means, or in-person.
- Establish and maintain positive working relationships with co-workers, officials, community partners, students, and community members.
- Be a team player yet able to work independently.
- Ability to work with minimal supervision and prioritize workload.
- Demonstrate flexibility in the position, as work priorities may change without prior notification.
- Demonstrate strong problem-solving skills and the ability to make independent judgments with immediate supervisor and higher-level staff available for consultation.
- Be proficient with Microsoft applications including Excel and Word and social media channels. Have computer skills that enable understanding and working within electronic data tracking system.
- Participate in performance review and be open to receive constructive feedback and professional development.
- Be a positive role model exemplifying the spirit of a health education program.

MINIMUM TRAINING AND EXPERIENCE:

Completion of high school or equivalent and graduation from a four-year college or university with a major in health education. Or graduation from a four-year college or university in a related field and completion of one year of on-the-job training as a public health educator.

CONDITIONS OF EMPLOYMENT:

Applicants must have a valid NC driver's license and reliable transportation. All applicants tentatively selected for this position will be required to submit to a urinalysis to screen for illegal drug use. A criminal records check will be conducted.

APPLICATION PROCESS:

Applicants will be given credit only for information provided in response to this announcement. No additional information will be solicited or considered by this office, therefore, persons who submit incomplete applications may not receive full credit for their education, training, and experience. Applicants will not automatically be given credit based on their position title.

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A NC State Application Form (PD 107), resume, references, and official high school and/or college transcripts must be submitted to:

Heather Sharp, Program Director

Address:

Madison County Health Department  
493 Medical Park Drive  
Marshall, NC 28753

Or

Email:

[hsharp@madisoncountync.gov](mailto:hsharp@madisoncountync.gov)

CLOSING DATE: January 6, 2023

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