

ELKHART COUNTY GOVERNMENTAL POSITION VACANCY NOTICE

DATE RE-POSTED

March 5, 2010

(Job #10.09)

HEALTH PROMOTION SPECIALIST (EMERGENCY PREPAREDNESS)

(Job Code 136)

DEPARTMENT: Elkhart County Health Department-Community Health Nursing

MINIMUM HIRING RATE: \$15.07/hour (PG6/JF5)

BENEFITS: Full benefits offered

DATE POSITION TO BE FILLED: As soon as possible

HOURS & DAYS OF WORK: Monday 8:00-5:00, Tuesday - Friday 8:00-4:00

LOCATION OF POSITION: Elkhart

TRAVEL REQUIREMENTS: Primarily within County (please fill out driving page on application)

JOB SUMMARY:

Develop and maintain emergency preparedness plan and accreditation. Assist with grants and proposals, prepare surveys, assessments and develop training sessions.

JOB REQUIREMENTS:

- ▶ Bachelors degree in Health Education, Social Work, Nursing, Public Health, Nutrition or other health relate field preferred
- ▶ Current license/certification in area of education/expertise
- ▶ CPR and AED certification preferred
- ▶ 2 - 5 years experience in public health, community organization, emergency planning and/or education
- ▶ Valid drivers license
- ▶ Pre-employment background check

APPLICATIONS AVAILABLE:

- Elkhart County Personnel Office, 117 N. Second Street, Goshen, IN 46526
- Elkhart County Courts Building, Commissioners Office, 315 S. Second Street, Elkhart, IN 46516
- Telephone: (574) 535-6725 FAX: (574) 535-6750
- Web Site: www.elkhartcountyindiana.com E-mail: personnel@elkhartcounty.com

LAST DATE APPLICATIONS ACCEPTED: Wednesday, March 17, 2010, by 3:30 p.m.