

## PROGRAM ASSISTANT

Join our team! South Heartland District Health Department is seeking one or more part-time or full-time Program Assistants for the four-county health district (Adams, Clay, Nuckolls, Webster).

This position/s will work under guidance of a Programs Supervisor to implement health promotions strategies and prevention efforts focused in community settings and/or provide focused support for foundational capabilities, such as communications, surveillance, emergency preparedness, and data management. Assists with executing grant work plan activities; may support foundational services. This position may work with clinical staff and providers, pharmacists, community health workers, health system leaders, community organizations, contractors, businesses, advisory groups and coalitions to assist with community health improvement by implementing evidence-based practices for one or more of SHDHD's health priorities: substance misuse, mental health, access to care, cancer, and obesity and related health conditions.

**Knowledge/Skills:** Excellent oral and written communication skills; strong interpersonal and collaboration skills; ability to work in a team environment, establishing and maintaining collaborative and cooperative working relationships with staff and external partners; planning, organizing and coordinating skills; critical thinking and problem-solving skills; ability to comply with work plans, reporting requirements, timelines and budgets per grants/contracts and SHDHD policies and procedures; ability to maintain an objective attitude and maintain a calm, supportive demeanor when working with community processes and individuals; ability to plan and organize work to meet schedules and timelines. Bilingual (Spanish/English, Vietnamese/English) skills could be helpful.

**Requirements:** Associates Degree or evidence of post-secondary education in a related field. One year of experience in public health, clinical setting, or related field preferred. Education or experience in health promotions or health education desired. Evidence of candidate's core competencies for public health professionals, desired. Ability to operate a personal computer and utilize a variety of software programs including word processing. Valid Nebraska driver's license and access to reliable vehicle. Vaccination requirements include up-to-date on influenza and COVID-19 vaccinations.

**Hours:** 40 hours per week. Work activities will require some travel and periodic evenings and weekends.

**To apply:** Resumé and application required. EOE/AA. Application form may be accessed via website: [www.southheartlandhealth.ne.gov](http://www.southheartlandhealth.ne.gov) or requested by e-mail: [kelly.derby@shdhd.ne.gov](mailto:kelly.derby@shdhd.ne.gov). Submit cover letter, resumé and application by e-mail. Applications will be processed as they are received. First application deadline is December 20, 2022.

\* \* \* \* \*