

**Position Focus:** Health Promotion/Outreach

**Host Site Information:**

St. Clair County Health Department  
19 Public Square, Suite 150  
Belleville, IL 62220  
www.health.co.st-clair.il.us

**Position Location:** Same as Host Site Information Listed Above

**Primary Responsibilities:**

- Plan, organize and conduct individual and group health education, referral programs and activities.
- Plan, organize, and conduct community health education, outreach, promotion and marketing programs or campaigns.
- Provide public health related oral presentations, written materials and social media for individuals and various community and professional groups.
- Assist with community assessments as needed.
- Provide technical assistance, support and consultation to area providers and agencies to enhance service coordination and program effectiveness for populations served.
- Provide leadership and guidance to community, civic, and professional organizations through participation and development of meetings, conferences, special courses, and programs.
- Attend trainings and meetings as needed and required by SCCHD.
- Complete and submit all necessary IPHA AmeriCorps paperwork and reports by pre-determined deadlines.
- Attend all IPHA AmeriCorps trainings including orientation and team trainings.
- Complete all IPHA AmeriCorps required National Days of Service projects.
- Some local and out of town travel required.

**IPHA AmeriCorps Position Requirements:**

- 18 years of age or older by term of service start date.
- U.S. Citizen, U.S. National or lawful permanent resident.
- Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
- Complete Federal and State criminal background check, Sex Offender Registry check, and DCFS CANTS background check (all provided and coordinated by IPHA AmeriCorps Program)
- Valid Driver's License and proof of insurance; or valid State ID
- Regular and reliable attendance.
- Ability to commit to the 11 month term of service.

**Host Site Preferred Qualifications:**

- Two years of college coursework in health or human services field. Bachelor's degree or three years of experience in health related field preferred.
- Spanish speaking would be helpful.
- Strong leadership skills.
- Strong organizational skills.
- Effective communication skills, both written and oral.
- Teaching or experience presenting in front of large groups a plus.
- Strong computer skills and working knowledge of Microsoft Word, Excel, Power Point, Publisher, Outlook and other web based and social media applications preferred.
- Willingness and desire to learn new computer programs and to become familiar with agency audiovisual equipment.
- Professional etiquette at all times.
- Flexible hours: some evenings and weekends.
- Able to travel and use personal means of transportation.

**Transportation Information:**

- Position location is not accessible by public transportation.
- Personal vehicle is recommended to get to position location.
- Personal vehicle must be used for Host Site service activities. Mileage will be reimbursed by Host Site.