



HPM Corporation Job Posting

OPEN POSITION:	Health Education Specialist
CONTRACT:	CSC Occupational Health Services
CLASSIFICATION:	Full-Time, Non-Exempt Benefits Package
POSTING PERIOD:	January 24, 2012-Until Filled

HPM Corporation, a subcontractor for Occupational Health Services at the Hanford environmental restoration site in Southeastern Washington State, has a need for a Health Education Specialist at the CSC Occupational Health Services Clinic in Richland, Washington.

POSITION SUMMARY: This position is responsible for the delivery of health education, training and promotion services to employees of the Hanford site to improve health outcomes and decrease risk factors associated with illness, injury and disease.

Responsibilities include, but are not limited to:

1. Provides individual health counseling to employees for health maintenance, risk factor review and health promotion/lifestyle modification intervention. Assists employees in determining interventions and setting wellness goals.
2. Present individual and group health counseling; exercise instruction; teaching and presenting health education/promotion topics; conducting health and safety fairs and screenings; and promoting health and wellness by various means, including written articles, computer-based training and in-person consultation.
3. Contribute to the development, design, and implementation of health promotion training modules including PowerPoint and web-based training modules. Recommend, write and edit health information articles for in-house use, Hanford site publications, and other modes of communication.
4. Contribute to the selection of program resources and materials, outcome measurement, program quality improvement, and assuring program compliance with accreditation standards and performance measures.
5. Continually review and integrate into practice the latest research, guidelines, recommendations, equipment/materials pertaining to health and safety promotion and disease prevention topics relevant to essential functions.
6. Refer, consult and confer with team members, medical providers, and community on a regular basis.
7. Contribute to teamwork and participate in meetings and committees as required.
8. Interfacing with community such as public health, local hospitals, community groups, and community health programs.
9. Perform routine administrative tasks and duties as required.
10. Establish and maintain effective working relationships with employees, clients, and the public.

ESSENTIAL SKILLS & EXPERIENCE:

To perform this job successfully, an individual must have the minimum educational credentials from an accredited school, college or university and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required.

1. Bachelors or Masters Degree in Health Education, Physical Education, Nursing, Exercise Science or a related field.
2. Five years experience in health education, health/lifestyle counseling, and/or coaching.
3. Current Certified Health Education Specialist (CHES) certification or ability to become certified.
4. American Heart Association (AHA) Basic Life Support (BLS) Healthcare Provider certification.
5. Ability to coordinate, develop and administer multiple programs and projects and promotional materials; evaluate for effectiveness in meeting functional objectives.
6. Ability to assess individual and community/occupational needs for health education.
7. Knowledge of instructional methods and techniques to develop training sessions and materials appropriate to assigned programs and audience needs. Demonstrated facilitation and training skills incorporating an understanding of adult learning principles and methodology.
8. Ability to plan, implement and evaluate health education/promotion programs and services.
9. Ability to effectively communicate regarding health, education needs, concerns, and resources with individuals, employers, and community groups.
10. Knowledge of applicable laws, codes, regulation, guidelines, policies and procedures that effect essential functions.
11. Ability to teach and work with groups or individuals in a wellness setting and communicate a positive, enthusiastic attitude; requires physical mobility and flexibility to deliver and demonstrate exercise instruction.
12. Demonstrated experience speaking in front of diverse groups and at maintaining a professional demeanor in manner and dress.
13. Knowledge and application of laws and regulations governing health information (i.e. Privacy Act of 1974, HIPAA, etc.).
14. Ability to appropriately maintain private and confidential medical information, and to maintain confidentiality in communications with management and others.
15. Ability to exercise good judgment and poise when dealing with the public and co-workers.

DESIRED SKILLS & EXPERIENCE:

The following skills or experience are highly valued, but not required to perform the essential functions of this position.

1. Experience in an occupational health services organization.
2. Certification in nutrition (Registered Dietician) or diabetes education.

All candidates must be able to pass a background check and be eligible to obtain a government security badge/access. Offer of employment is contingent upon successful verification of individual's application and background check and is eligible for employment in the United States.

How to apply:

Please send resume and cover letter, including salary requirements, to opportunities@hpmcorporation.com

*Women, Minorities, Veterans, and Individuals with Disabilities are encouraged to apply.
We are an Affirmative Action and Equal Opportunity Employer.*