

# **HPM Corporation Job Posting**



**OPEN POSITION:** Health Education Specialist  
**CONTRACT:** HPMC Occupational Medical Services  
**CLASSIFICATION:** Full-Time, Exempt  
**POSTING PERIOD:** November 16, 2021 – Until Filled

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## **POSITION SUMMARY:**

This position is responsible for the development and delivery of health education materials, health intervention programs, training/educational presentations, and health promotion services to employees of Hanford Site contractors to improve health outcomes and decrease risk factors associated with illness, injury and disease. Individual health coaching for chronic disease management, behavior change, and employee education.

## **POSITION RESPONSIBILITIES:**

1. Provide services for the HPMC Occupational Medical Services (HPMC OMS) health education program, including making recommendations for changes or improvements to the program, organizing and prioritizing requests for health education services, and meeting regularly with clinic staff, customers, and clients to assess the needs of the health education program.
2. Meet regularly with the Performance Assurance, Health Information, and Occupational Health and Wellness Manager to report on health education program initiatives, status, planning, and outcomes.
3. Provide individual health coaching to employees for health maintenance, risk factor reviews and health /lifestyle modification intervention; assist employees in determining interventions and setting wellness goals.
4. Present individual and group health coaching; teaches and presents health education/promotion topics; conducts health and safety fairs and screenings; and promotes health and wellness by various means, including written articles, computer-based training and in-person consultation.
5. Contribute to the development, design, and implementation of health promotion training modules including PowerPoint and web-based training modules. Recommends, writes and edits health information articles for in-house, site publications and other modes of communication.
6. Contribute to the selection of program resources and materials, program outcome measurement, program quality improvement while assuring program compliance with accreditation standards and performance measures.
7. 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.
8. Refer, consult, and conference with team members, medical providers, and community on a regular basis.
9. Contribute to teamwork and participates in meetings and committees as required.
10. Interface with the community groups such as public health, local hospitals, and community health programs.
11. Perform routine administrative tasks and duties as required.
12. Establish and maintain effective working relationships with employees, clients, and the public.
13. Adhere to and foster acceptable health and safety practices.

14. Adhere to all company policies and procedures.

#### **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. Bachelor's Degree in Health Education, Nutrition, Nursing, Physical Education or related field.
2. Minimum of 5 years of experience in health education or coaching.
3. American Heart Association Basic Life Support (BLS) Healthcare Provider certification.
4. Ability to coordinate, develop and administer multiple programs and projects and promotional materials; evaluate for effectiveness in meeting functional objectives.
5. Ability to assess individual and community/occupational needs for health education.
6. Knowledge of instructional methods and techniques to develop training sessions and materials appropriate to assigned programs and audience needs utilizing multiple modalities, including telehealth. Demonstrated facilitation and training skills incorporating an understanding of adult learning principles and methodology.
7. Ability to effectively communicate regarding health, education needs, concerns, and resources with individuals, employers, and community groups.
8. Knowledge of applicable laws, codes, regulation, guidelines, policies and procedures that affect essential functions.
9. Ability to teach and work with groups or individuals in a wellness setting and communicate a positive, enthusiastic attitude.
10. Demonstrated experience speaking in front of diverse groups and at maintaining a professional demeanor in manner and dress.
11. Knowledge and application of laws and regulations governing health information (i.e. GINA, Privacy Act of 1974, HIPAA, etc.).
12. Ability to appropriately maintain private and confidential medical information, and to maintain confidentiality in communications with management and others.
13. Ability to exercise good judgment and poise when dealing with the public and co-workers.
14. Good analytical skills, attention to detail, and organizational skills.
15. Demonstrated proficiency with personal computers, standard office equipment, and software including Microsoft Office: Outlook, Word, Excel, PowerPoint; Publisher, SharePoint; and ability to learn custom electronic applications.
16. Strong verbal and written communication skills.
17. ***COVID-19 Considerations: Per Washington State Governor Inslee's Proclamation 21-14 health care employees must be fully vaccinated no later than October 18, 2021. Your vaccine status will be verified at New Employee Orientation. Please note medical or religious accommodation may be available once an offer of employment is made.***

**DESIRED SKILLS & EXPERIENCE:** The following skills or experience are highly valued, but not required to perform the essential functions of this position.

1. Certified Health Education Specialist (CHES) or Master Certified Health Education Specialist (MCHES).
2. Tobacco Treatment Specialist (Mayo Clinic training).
3. Wellcoaches Certified Health and Wellness Coach.

**SUPERVISION RECEIVED:** This position reports to the Performance Assurance, Health Information, and Occupational Health and Wellness Manager.

**SUPERVISION EXERCISED:** This position does not supervise any employees.

**TYPICAL PHYSICAL DEMANDS & WORK ENVIRONMENT:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this job, the employee may be required to walk, sit or stand for extended periods of time; reach with hands and arms; balance; stoop; talk or hear; have sufficient manual dexterity to operate a keyboard, calculator, telephone and other such office equipment as necessary; may occasionally move and/or lift up to 25 pounds. Ability to drive to various project sites and offices is required; specific visual abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Mental limitations:* Clear and conceptual thinking ability; excellent judgment, troubleshooting, problem solving, analysis, and discretion; ability to handle work-related stress; ability to handle multiple priorities simultaneously; and ability to meet deadlines. Must be mentally adaptable and flexible in dealing with a variety of people and able to answer questions and provide guidance in a professional and friendly manner.
- *Work environment:* Work will mainly be performed at the HPMC Occupational Medical Services Clinic and will involve frequent travel to multiple Hanford worksites, contact with other HPMC and project employees, customers, clients, representatives and vendors; may come in contact with patient body fluids; work may be stressful at times; interaction with others is frequent and may be interruptive; may occasionally work hours outside of typical work schedule to accommodate needs; opportunities for local and domestic travel may occur; the noise level in the work environment is usually minimal.

Although this position is open until filled, qualified applicants that apply by November 30, 2021, will be given first consideration.

This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals on the basis of protected veteran status or disability and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities. Women, Minorities, Veterans, and Individuals with Disabilities are encouraged to apply. We are an Affirmative Action and Equal Opportunity Employer. HPM Corporation is a VEVRAA Federal Contractor

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HPM Corporation is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin,

protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.