



Job Title: Coordinator, Health Promotions

Salary Range: N04, \$43,000 to \$68,800

Reports to: Associate Dean, Health Services

Since 1965, Dallas College, formerly known as the Dallas County Community College District (DCCCD) has served more than three (3) million students. We are one of the largest community college systems in the state of Texas, which includes seven campus locations around the Dallas/Fort Worth area. We strive to be a leader in the Community College space, placing students at the center of everything we do.

Job Summary

The Health Promotions Coordinator coordinates a holistic comprehensive college-wide wellness program for students. The Health Promotions Coordinator serves as a campus leader in health education and prevention programming for Dallas College students and is a subject matter expert for Alcohol, Tobacco, and Other Drug education and prevention efforts. This includes campus-wide programming, outreach and collaboration between Health Services, The Student Care Network, and other college and community partners. Health Promotion Programs are provided within an integrated care model within the Dallas College Student Care Network. Health Promotion Coordinators work as part of a dynamic team of mental health and medical care professionals (including nurses, social workers, LPCs, psychologists) providing services to a diverse, intergenerational community. Health Promotions Coordinators are essential to providing health education and promotions on behalf of the Student Care Network and the Health Center to ensure the delivery of high-quality health services for students. Health Services includes a range of services including vaccinations, first aid,

Required Knowledge, Skills and Abilities

<ul style="list-style-type: none"> Knowledge of the purpose of community colleges and the vision of Dallas College 	<ul style="list-style-type: none"> Skills in technological support and delivery of student programs and services; knowledge and skill in the use of integrated software systems; and proficiency in the use of Microsoft application software
<ul style="list-style-type: none"> Experience leading or managing major change initiatives 	<ul style="list-style-type: none"> Employ and deploy data-informed and results oriented initiatives
<ul style="list-style-type: none"> Ability to identify and address opportunities and challenges that arise as a result of Dallas College's current transition 	<ul style="list-style-type: none"> An understanding of contemporary issues in higher education is required through professional development activities
<ul style="list-style-type: none"> Experience working with student support programs (counseling, threat assessment, health & wellness programs, etc.) 	<ul style="list-style-type: none"> Ability to maintain confidentiality of information exposed to in the course of business regarding students, supervisors or other employees
<ul style="list-style-type: none"> Knowledge and application of health promotion, behavior change, population-based theories and models, and experience using environmental management strategies and ecological models 	<ul style="list-style-type: none"> Highly collaborative leader with experience in a comparably diverse and complex college/university with a proven track record of enhancing quality, excellence, institutional diversity, equity and inclusion, and student success
<ul style="list-style-type: none"> Excellent interpersonal skills and the ability to communicate effectively, verbally and in writing, complex ideas, and information to a variety of stakeholders/constituents within the Dallas College community and health care, social service network related to 	<ul style="list-style-type: none"> Experience in strategic planning, assessment of program(s) effectiveness, and development of guidelines to enhance student success units within the institution and with accrediting bodies

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student basic mental health, physical, spiritual and social needs	
<ul style="list-style-type: none"> • Knowledge of applicable laws and regulations regarding student accessibility and the Americans with Disabilities Act 	<ul style="list-style-type: none"> • Excellent time management, and organizational and problem-solving skills
<ul style="list-style-type: none"> • Ability to work effectively with ethnic, cultural, and socially and economically diverse student populations 	<ul style="list-style-type: none"> • Responds appropriately to issues in a dynamic, rapidly changing educational/economic environment

Physical Requirements

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

Minimum Qualifications

- Associates degree or higher in Health Education, Health Promotion, Public Health, Behavioral Health, or related field. Official transcripts required.
- Three (3) years of related experienced
- Current and valid Texas driver's license required.
- Ability to work extended hours beyond the regular 8:00 am – 5:00 pm workday especially during heavy registration peak times including nights and weekends.
- Experience working with and leading diverse student and staff populations.
- Preference given to candidates with Certified Health Education Specialist (CHES), Certified Peer Education (CPE), and/or other Wellness Coaching certifications
- ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

Key Responsibilities

- Develop, implement, coordinate, and evaluate a variety of health promotion initiatives for the campus community based on sound theory and evidence informed practice.
- Implementation and leverage technology platforms such as 7 Cups, TAO, Pieces, and electronic health records to support the student care network.
- Serve as a subject matter expert for alcohol, tobacco, and other drug content development and programming.
- Recruit, train, and oversee student Wellness Coaches and Peer Educators to facilitate the integration of health and well-being services to students. Work collaboratively with the Student Care Network and other campus department to grow and develop the student wellness coaching and peer educator model.
- Ensures staff and programs work collaboratively with other Dallas College areas, faculty, and staff.
- Reads, interprets, and implements the State of Texas THECB statement regarding Bacterial Meningitis.
- Promote a safe environment for students to discuss their feelings and then, ultimately, help them develop strategies to deal with the events in their life.
- To provide a prevention-oriented health care model for basic, find cost-effective community health care resources and updates a referral list of health care professionals, clinics, and resources in our area, including specialty services.



- Stays informed of new trends and procedures that would enhance college health care delivery.
- To promote the health maintenance and well-being of students through health counseling, screenings, and health awareness activities; to include not only direct patient care but also teaching, counseling, and serving as a campus consultant on health-related matters.
- To provide leadership, strategic visioning, establishing strategic goals and objectives aligned with the College's mission and baccalaureate goals for the Student Health Center.
- Completes required Dallas College Professional Development training hours per academic year.
- Performs other job duties as required.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.

Dallas College is part of an equal opportunity system that provides education and employment opportunities without discrimination on the basis of race, color, religion, national origin, sex, disability, age, sexual orientation, gender identity or gender expression. Dallas College complies with the Americans with Disabilities and Veterans Act.

