



# Example of Health Specialist Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of health specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for health specialist

- Complete physician orders including transcribing
- Develop and maintain awareness of and competence in the use of motivational interviewing
- Adopt ongoing QI initiatives, this includes overseeing the manipulation and presentation of collected data, such as tracking the proportion of counseled patients who made quit attempts, and quit rates at 6 months
- Attends and actively participates in group meetings with the Director at least weekly to review progress and discuss cases as needed
- Communicate daily with other counselors and coordinators to collect incoming referrals and gather appropriate information on referrals (full name, location, availability of patient, diagnosis when available)
- Contacts patients who have already been discharged to gather information on long term smoking status
- Develop and maintain knowledge of interventions for tobacco use, including improving compliance to medication and others as indicated
- Document all encounters in electronic health record and contact the primary physician-led team to make recommendations for medication and additional counseling related to tobacco cessation
- Engages in educating clinical staff on the most up-to-date science on available tobacco treatment interventions
- Generates daily report in electronic health record to generate the most up-to-date list of patients who smoke and who were admitted to Montefiore and

## Qualifications for health specialist

- Ability to instruct a variety of group exercise classes is required
- Lifeguard or Aquatics certification preferred
- Experience instructing group exercise classes (strength, kettlebell, spin, kickboxing, Pilates, ) preferred
- Must have a good working knowledge of company accident and health policy forms
- Must be proficient in computer applications such as Excel, Word, Mainframe, and Oracle applications
- University Degree in one of the following areas