

# MLA '06 Job Opportunity Form

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May 17, 2006

Date

NN/LM SCR Public Health Outreach Coordinator

Job title

\$46,000 - \$55,000

Salary (minimum required, range preferred)

## Job Classification

Please check the appropriate category. Visit [www.mlanet.org/am/am2006/placement.html](http://www.mlanet.org/am/am2006/placement.html) for descriptions.

- Administration       Technical services  
 Public services       Other \_\_\_\_\_

## Duties/Responsibilities

See attachment.

## Educational Requirements

Include necessary degree(s) and discipline(s) (e.g., M.S. in library science).

See attachment.

## Experience or Additional Requirements

See attachment.

**JOB #**  
For MLA office  
use only

25

July 1, 2006

Starting date

Open until filled

Closing date (for applications)

## Type of Institution

- Academic       Government  
 Hospital/Health agency       Social service  
 Information industry       Other \_\_\_\_\_

## MLA Academy Membership Preferred?

- Yes, required       Yes, preferred       No

## Experience Required

Please check the required number of years of experience in a library setting.

- Entry-level position       5-7 years  
 1-3 years       7+ years  
 3-5 years       Other \_\_\_\_\_

## Will a representative be available to interview applicants during the meeting?

If no, please include instructions for applicants to contact you.

- Yes       No

## Check all dates that a representative will be present:

- May 20     May 21     May 22     May 23     May 24

## Billing

Houston Academy of Medicine - Texas Medical Center  
Library

Employer's name (institution/library)

1133 John Freeman Blvd.

Address

Houston, TX 77030

City, State/Province, Zip/Postal code

713-799-7116

Daytime telephone (include area code)

Zina Hayes

Contact person

zina.hayes@exch.library.tmc.edu

Email

Job location (institution/library, if different from above)

- We are an MLA Institutional Member.

Our MLA ID# is 4587

- Check made payable to MLA for \$100.00 enclosed.

- We are NOT an MLA Institutional Member.

- Check made payable to MLA for \$150.00 enclosed.

- Yes! Post this job opportunity to the MLA '06 Website at [www.mlanet.org/am/am2006/placement.html](http://www.mlanet.org/am/am2006/placement.html)

- Check made payable to MLA for \$75.00 is enclosed.

- Please bill us. Our P.O.# is \_\_\_\_\_ (required).

Return completed form by May 1 to: Medical Library Association •  
MLA Placement Center • 65 East Wacker Place • Suite 1900 •  
Chicago, IL 60601-7246 • 312.419.9094 • Fax, 312.419.8950

## **NN/LM SCR Public Health Outreach Coordinator**

### **Coordinator Specific Responsibilities and Duties**

- Coordinates regional public health information program
- Coordinates national and regional exhibits
- Coordinates Health Information Literacy (HIL) program for the Region
- Manages Projects and Outreach Activity Reporting Forms (OARF) Databases
- Coordinates health disparities program for the SCR
- Coordinates regional HIV/AIDS program
- Coordinates Health Services Research (HSR) for the Region
- Coordinates Refugee Health information program for the Region
- Serves as NN/LM SCR liaison to the NN/LM Community Outreach Coordinators Group (COG)
- Coordinates mapping activities

### **All Coordinator Responsibilities and Duties**

- Publicizes information about assigned state, public health, HP2010, HIV/AIDS, Health Services Research, refugee health, and health information literacy
- Serves as the state liaison for assigned state in the SCR
- Develops and maintains regular lines of communication with Network members and relevant organizations
- Develops NN/LM SCR funding opportunities and promotes funding in the SCR
- Participates in the development and delivery of NN/LM SCR education courses
- Participates in NN/LM SCR sponsored exhibits
- Collaborates with members of other departments to ensure client needs are met

#### **Qualifications:**

At a Librarian/Professional II level, this position requires an ALA accredited MLS with a minimum of three years experience. This position requires demonstrated excellent written, teaching, course development, and oral communication skills, a background in identifying and providing public health information to healthcare workers, a working knowledge of PubMed, MedlinePlus, other NLM databases and MS Office applications to include but not limited to Word, Excel, and PowerPoint. Knowledge of information literacy issues, mapping applications, and subcontracts and grants is preferred. A valid driver's license and travel is required.