

HEALTH EDUCATOR

DEFINITION

To plan, coordinate and implement effective County and grant-funded public health education programs within the Health Services Agency and to perform a variety of other tasks related to health education.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the health education series. Incumbents perform a full range of complex analytical tasks and work under direction within a framework of established procedures and with only occasional instruction or assistance.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Health Education Program Manager.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Plans, coordinates, implements and participates in health education programs, including prevention and education services, counseling, training and treatment in the areas of mental health, substance abuse and public health.

Assists in the implementation of goals and objectives; establishes schedules and methods for health education programs.

Reviews with Program Manager assigned operations and activities; recommends improvements and modifications to maintain effectiveness and efficiency.

Conducts a variety of programs designed to educate the public on health issues and the prevention of illness and disease; presents general health programs throughout the school system and community.

Organizes, implements and serves as coordinator and liaison for specific health education programs, grants and activities within the county as assigned, including but not limited to the state tobacco program.

Participates in the preparation and administration of grants; monitors new legislation and regulations to ensure program compliance.

Provides prevention and intervention counseling services for individuals; refers individuals to appropriate County or outside agency for assistance.

Prepares written educational materials for distribution to the community; updates / orders educational materials as needed.

Conducts focus groups on specific topics as necessary.

Receives and responds to inquiries, requests for assistance and complaints from the public.

Prepares press releases pertaining to program activities and services.

Coordinates program activities and assignments among co-workers as necessary.

Maintains and updates records; prepares progress and summary reports on cases; presents reports to committees and agencies as needed.

Establishes and maintains cooperative working relationships with other county department personnel, outside agencies and the public; coordinates program activities with other departments and agencies as appropriate.

Attends and participates in professional groups, committees and advisory boards as appropriate.

Performs general administrative/office work as required, including but not limited to copying and filing documents, preparing/typing/editing documents, processing daily mail and preparing special mailings, delivering fliers, answering the telephone, maintaining office cleanliness, faxing information, maintaining office equipment, opening/closing office, attending meetings, etc.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Principles, practices and current issues in health education, including mental health, substance abuse and public health.

Pertinent federal, state and local laws, codes and regulations.

Basic principles of psychology and sociology.

Interviewing and counseling practices and techniques.

Basic causes and types of treatment for substance abuse, mental health disorders and public health issues.

Business letter writing and report preparation; English language usage, punctuation, spelling and grammar.

Modern office procedures, practices and technology.

Principles and procedures of record keeping.

Ability to:

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement programs in support of goals.

Provide basic counseling services in the area of intervention and prevention of mental health disorders, substance abuse and public health issues.

Maintain confidentiality as appropriate.

Prepare and maintain reports, records and logs.

Gain cooperation through discussion and persuasion.

Speak confidently and professionally before various groups.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Organize and take the initiative to perform job duties with minimal supervision.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of public health education experience.

Training:

Bachelor's degree from an accredited college or university with major course work in health and community services, health education, social services or related field.

Classification Code:	3356325
Bargaining Unit:	40
FLSA Status:	Y
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	344