



# COUNTY OF GLENN



Is recruiting for a

## HEALTH EDUCATOR

### DEADLINE TO APPLY

**Monday, December 6th,  
2021**

### COMPENSATION

**\$23.45—\$28.51 Per Hour**

New employees should anticipate being hired at the beginning of the salary range.

Plus an excellent benefits package:

General Unit Summary of Benefits

### THE SELECTION

#### PROCESS

Candidates must submit a completed job application, Resume and Cover Letter. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which may include a written exam, practical skills exam, an oral interview, fingerprinting/background check or medical examination process if applicable. Eligible lists are used for Full-Time (40 hrs./wk. with benefits), Part-Time (20-39 hrs./wk. with benefits), and Public Service employee (PSE) temporary (limited benefits).

### THE POSITION

This position under general supervision will plan, coordinate, and implement effective County and grant funded public health education programs within the agency and will perform a variety of other tasks related to health education. The incumbent will perform a full range of complex analytical tasks and will work under direction within a framework of established procedures with only occasional instruction or assistance. This position is located in the Public Health Division of the Glenn County Health and Human Services Agency and is full-time, working forty (40) hours per week.

### THE IDEAL CANDIDATE

The ideal candidate will be able to focus on the Tobacco Prevention and Oral Health Programs.

### WHAT YOU'LL DO

- Plan, coordinate, implement, and participate in health education programs, including prevention and education services, counseling, training, and treatment in the areas of public health.
- Conduct a variety of programs designed to educate the public on health issues and the prevention of illness and disease; present general health programs throughout the school system and community.
- Participate in the preparation and administration of grants; monitor new legislation and regulations to ensure program compliance.
- Prepare written educational materials for distribution to the community; update/order educational materials as needed.
- Receive and respond to inquiries/requests for assistance and complaints from the public.
- Maintain and update records; prepare progress and summary reports on cases; presents reports to committees and agencies as needed.

A complete job description and list of duties can be found at [www.countyofglenn.net](http://www.countyofglenn.net)

**About Glenn County** Glenn County has a population of 28,122 and is located mid-way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Sacramento River bounding the east side and the Interstate 5 corridor taking you through the rich farm land of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes, bees and livestock.

## ARE WE A MATCH?

- You are able to interpret and apply federal, state, and local policies, procedures, laws, and regulations.
- You have knowledge of basic causes and types of treatment for public health issues.
- You are able to communicate clearly and concisely, both orally and in writing.
- You have knowledge of business letter writing and report preparation; English language usage, punctuation, spelling, and grammar.
- You are able to maintain confidentiality as appropriate.
- You have knowledge of interviewing and counseling practices and techniques.
- You are able to speak confidently and professionally before various groups.
- You have knowledge of modern office procedures, practices, and technology.
- You are able to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement programs in support of goals.

## MINIMUM QUALIFICATIONS

### **EXPERIENCE:**

One (1) year of public health education experience.

### **EDUCATION:**

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.

## IMPORTANT APPLICATION INFORMATION

To apply for this job opportunity, please submit a completed County of Glenn employment application packet online at [calopps.org](http://calopps.org) or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Monday, December 6th, 2021.

This recruitment may be used to establish a list to fill future vacancies for the next six (6) months.

### Application packets must include the following

- A Glenn County Employment Application
- Transcripts and/or Certificates
- Résumé
- Cover Letter

- The County of Glenn is an Equal Opportunity Employer. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the Personnel Department.
- The above information is general in nature and does not constitute an expressed or implied contract. The County of Glenn has the right to rescind this recruitment at any time.