

Health Educator



Position Description

Status

Full-Time, Nonexempt

Compensation

B22

Bargaining Unit

Non-Bargaining

Reports to

Public Health Planning and Preparedness
Manager

Supervises

None

Position Category

Specialist

Summary

This position plans, implements, and evaluates health education through the provision of data driven activities that promote healthy behaviors, disease prevention, and environmental safety. Develops both personal and environmental health education materials, social media posts, and provides outreach/referrals to at risk populations based on trends and needs identified. The Health Educator also actively participates in community collaborative efforts to improve community health outcomes.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assist in the development of media and marketing strategies, news articles, broadcast media public service announcements, web-based media, and other informational and educational materials to provide accurate information and access to resources as well as to publicize initiatives to improve healthy lifestyle choices.
2. Assesses health needs in the community and identifies target populations and their health needs.
3. Provides health and environmental hazard information, education, screening, testing, and referral services; encourages clients to access care and treatment; educate the public on health and environment behaviors; and on community services available through the Public Health Department and other community resources.
4. Participates in the development of programs and strategies to prevent communicable and chronic diseases in the general public and among high-risk populations.
5. Performs research to provide evidence-based and best practice programs that address the health needs of the community.

6. Develops and presents to community groups on public health topics such as chronic disease prevention and health risk reduction at worksites, schools, and community based organization locations.
7. Seeks funding to support activities through grant writing and other methods.
8. Creates logic models and evaluation tools for evidence-based planning and measures.
9. Performs health education and/or other activities necessary during a public health emergency and other duties as assigned.
10. Collaborates with external organizations to achieve goals of healthy populations.
11. Assist with emergency preparedness activities as needed.

Competencies

Competencies are listed below.

- Technology
- Organization
- Public Health Core Competencies
- The 10 Essential Public Health Services
- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is required to access County buildings.

Required Education and Experience

1. Bachelor's Degree in health education, health sciences, public health or related field.
2. One (1) year of experience working in public health.

Preferred Education and Experience

1. One (1) year of experience working with people from diverse racial, ethnic, sexual, and socioeconomic backgrounds is preferred.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____