



TITLE: HEALTH EDUCATOR I

FLSA: Non-Exempt

BOARD APPROVED:

BARGAINING UNIT: Misc.

DEFINITION

Under general supervision, promotes community awareness of health and wellness issues; plans, organizes, and conducts health education programs; prepares and presents health education materials, provides outreach services for at risk populations, conducts education forums on priority health issues; provides case management services to clients and assists clients in accessing community services.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Community Health Education Supervisor or assigned supervisory or management personnel. No direct supervision of staff is exercised. May provide guidance to staff as assigned.

CLASS CHARACTERISTICS

Under supervision, the incumbent performs a variety of public information, community education and program coordination activities.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Plans, organizes, conducts, and evaluates community outreach programs, workshops, and conferences to promote health education, risk reduction, and healthy behaviors.
- Determines target populations and identifies specific educational needs by conducting statistical, demographic and socio-cultural surveys through the accessing and interpretation of both primary and secondary data.
- Utilizes standards of practice for planning programs including the development of logic models.
- Assess the capacity to conduct evaluations, select an evaluation model and collect data as determined by the model.
- Prepares and submits funding proposals to appropriate agencies and organizations.
- Prepares culturally appropriate and target population specific exhibit, brochures, flyers, posters, public service announcements, and other materials for presentation to a wide variety of audiences.
- May assist in managing program scopes of work and budgets.
- Receives public inquiries regarding health resources and issues; provides information and referrals to appropriate health service providers and/or other agencies.
- Plans and provides training and develops training objectives to a wide variety of audiences, including agency representatives, schools, profit and non-profit organizations, and healthcare providers.

- Coordinates activities with national, state, regional and local organizations to deliver similar health related programs and outreach projects.
- Recruits and organizes volunteer teams to assist in promoting health maintenance in specific community populations; plans and implements team activities and projects.
- Provides leadership and work direction for the regional youth outreach workers and health interns.
- Represents the Health Services Agency and its programs at professional, community and agency meetings and functions; participates on committees, advisory boards, task forces, etc., as appropriate.
- Attends training sessions, meetings, conferences, etc., to enhance job knowledge and skills.
- Performs various office/administrative duties as necessary, including preparing comprehensive reports and correspondence, compiling and analyzing statistical data for reports, attending and conducting meetings, procuring supplies, maintaining files and inventories, etc.
- Assist clients in accessing appropriate services by identifying and reducing barriers. Provide client education about the community health systems, focusing on access for the underserved populations.
- Draft health policy documents, news releases, and special features on assigned health topics.
- Develops a case management plan with clients to promote health and healthy behaviors; document client services; provides health information, education and linkage services.
- Complies with all provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) if assigned to the Health Services Agency.
- Complies with all relevant laws and regulations regarding confidentiality.
- Acts as a liaison and representative on community committees and coalitions, sharing resources and encouraging collaboration to meet common goals.
- Sustains coalitions and stakeholder relationships to achieve and maintain policy, system, or environmental change.
- Performs related work as required.

QUALIFICATIONS

Knowledge of:

- Basic educational techniques
- General concepts of public health and preventive medicine
- Available community resources
- Principles and practices of program management
- Grant preparation and administration; principles of staff, volunteer and group leadership
- Applicable Federal, State, County, and Department laws, regulations, policies and procedures
- Modern office practices, methods and computer equipment
- Recordkeeping principles and procedures
- Computer applications related to the work
- English usage, grammar, spelling, vocabulary, and punctuation
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work
- Concise business letter and report writing
- Leadership concepts and principles
- Health literacy concepts
- Theories of health behavior and health education

Ability to:

- Develop and implement effective health education programs.
- Provide effective leadership to staff and volunteer personnel.
- Make sound, educated decisions.
- Read and interpret moderately complex materials pertaining to the responsibilities of the job.
- Speak effectively in public.
- Identify priority populations targeted for health education assessment.
- Engage priority populations, partners and stakeholders to participate in assessment process.
- Access existing health information and data, collect and identify gaps in data, extract data from databases.
- Make accurate arithmetic, financial and statistical computations.
- Maintain accurate records and monitor program progress.
- Plan and provide effective training to staff members and volunteers involved in the implementation of health education programs.
- Maintain significant flexibility in daily operations and decision making.
- Identify current and emerging issues requiring advocacy.
- React calmly and professionally in emergency, emotional and/or stressful situations.
- Work independently and as a team member.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone and in writing.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Graduation from an accredited four-year college or university with a Bachelor's degree in a health related field
- One (1) year of experience providing health education in a community, or health/behavioral health setting is highly desirable.
- Possession of a Certified Health Education Specialist (CHES) certification is highly desirable.
- Other combinations of education and experience may be considered.

License and Special Requirements:

- Requires a valid California driver's license.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. While this may at times be a sedentary office classification, there may be times of frequent, standing in work areas and walking between work areas. Tasks may frequently require standing or walking for extended periods of time. This position requires stamina for long distance or all-day driving of vehicle. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this

classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 30 pounds, as necessary to perform job functions. Occasionally, while participating in public education events, may be exposed to inclement weather conditions.

WORKING CONDITIONS

Employees work in an office environment or in the field with moderate noise levels, limited controlled temperature conditions, and potential exposure to hazardous physical substances. Tasks may require exposure to illness/disease, work related stress and hostile clients. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees may be exposed to dust, scents, and fumes. Employees may work varying shift schedules including nights, weekends, and/or holidays.

EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT COMPLIANT / VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE

(10/21/08, 06/25/24)