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| **Job Title:** | ***Health Educator*** | **Job Category:** | *N/A* |
| **Department/Group:** | *Health Education* | **Pay Classification:** | *Non Exempt* |
| **Level/Salary Range:** | *$18.78-21.71* | **Position Reports to:** | *Grants Coordinator and/or Health Commissioner* |
| **Civil Service Classification:** | *Classified* | **Position Type:** | *Full time* |
| **Date Revised:** | *1/1/2019* |

**Role and Responsibilities**

Under general supervision, the Health Educator develops, conducts, and implements health education programs and performs public relations duties for the agency.

**Experience and Education Requirements**

Bachelors’ degree in health education or equivalent degree and should have three (3) to five (5) years’ experience as a health care educator or have the equivalent in education and work experience. Previous experience in a health department setting is preferred. Certified Health Education Specialist (CHES) preferred.

Valid Ohio driver’s license and acceptable driving record is required.

**Public Health Competencies and Essential Duties**

**Public Health Sciences**

1. Assist with the development and implementation of multiple strategies initiatives, and activities that promote health and prevent disease, in settings including, but not limited to, Health Department sites, community organizations and businesses, schools and the community in general.
2. Assists in the development, implementation, and evaluation of strategies that address established community health improvement priorities in partnership in partnership with public and private organizations.
3. Research and retrieve information regarding evidence based health promotion and health education initiatives, programs and activities from a variety of text and electronic resources.
4. Design and conduct health education programs for the health department.
5. Develop and promote and/or market health education materials and information that are accurate, culturally appropriate and educationally sound.
6. Gather, organize and maintain data for program monitoring, evaluation and improvement.

**Community Dimensions of Practice**

1. Assists in the development and coordination of community and agency partnerships, initiatives, programs and events to address identified community health priorities and improve population health
2. Provide leadership in the process of developing and applying evidence-based and evidence-building community health improvement strategy.
3. Advocates on behalf of vulnerable individuals and populations

**Analysis and Assessment**

1. Ensures accuracy, completeness and quality of data for health promotion and disease prevention, evaluation and quality improvement efforts.

**Leadership and System Thinking**

1. Adheres to occupational safety and health administration standards relevant to job duties
2. Incorporates ethical standards of practice
3. Contributes to the development of a vision for a healthy community
4. Participates in professional development opportunities
5. Describes ways to improve individual and program performance

**Policy Develop and Program Planning**

1. Adheres to ethical principles in the collection, maintenance, use, and dissemination of data and information
2. Collaborates in the development of and provides clerical/technical and administrative support to departmental quality improvement, performance management, and evaluation activities.
3. Promotes the community’s understanding of, and advocacy for, policies and activities that will improve the community’s health
4. Contributes to development of program goals and objectives
5. Describes organizational strategic plan
6. Contributes to the implementation of the organizational strategic plan
7. Applies strategies for continuous quality improvement

**Communication and Cultural Competency**

1. Deliver’s targeted, culturally-appropriate information to help individual and groups understand the health promotion and disease prevention information, policies, regulations, and local codes.
2. Utilizes the appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial and ethnic, sexual orientations, lifestyles and physical abilities.
3. Adheres to ethical principles and Tuscarawas County Health Department policies in the collection, maintenance, use, and dissemination of data and information.
4. Communicates in writing and orally with linguistic and cultural proficiency
5. Suggests approaches for disseminating public health information
6. Facilities communication among individuals, groups and organizations
7. Able to describe the value of a diverse public health workforce

**Financial Planning and Management**

1. Adheres to organizational policies and procedures
2. Operates programs within budget
3. Uses performance management systems for program and organizational improvement

**Essential Duties**

1. Represents the agency at community functions and meetings as requested.
2. Assists in preparation of grants and administrative requirements of grants.
3. Monitors grant expenditures and budgets.
4. Assists with grant compliance and summary reports.
5. Prepares and maintains appropriate records and completes reports by required deadlines.
6. Attends staff meetings and serves on temporary committees, as requested and is required to be punctual at such meetings.
7. Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training.
8. Performs additional duties and assignments, as requested
9. Regular, punctual attendance

**Behavior Expectations**

Treats others with courtesy and respect in all interactions.

**Working Conditions**

Answers telephone calls and routinely uses standard office equipment such as computers, telephones, copier and fax machines, etc. Individual bends, reaches, pushes, and pulls file drawers to file information.

Vision abilities required are up close vision and the ability to adjust and focus.

Must be to lift and/or move up to 10 pounds, and frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.

Employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

**Additional Notes:**

Position is subject to a 180 probationary period as outlined in the TCHD policy manual.

Reviewed and Signed By:

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| --- | --- | --- | --- |
| **Employee Signature:** |  | **Date:** |  |
| **Supervisor Signature:** |  | **Date:** |  |
| **Health Commissioner Signature:** |  | **Date:** |  |