

Public Health Educator

Dept/Div: HHS

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate administrative work planning, developing, implementing and evaluating health promotion and other public health planning activities; prepares and manages grants, and related work as apparent or assigned. Work is performed under the limited supervision of the Public Health Supervisor.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Develops and implements quality improvement and assurance activities for assigned programs; reports results and recommends process improvement strategies.
- Coordinates data management activities including demographic, programmatic, socioeconomic, health and other information.
- Monitors and documents community health status and trends.
- Coordinates and prepares grants, manages grant funds and prepares reports.
- Prepares for public health accreditation.
- Develops strategic partnerships and conducts meetings to engage citizens in the promotion of health education programs in the community; participates in health education at community events.
- Prepares educational materials for schools, community groups and other related organizations.

Knowledge, Skills and Abilities

Thorough knowledge of health improvement programs; general knowledge of related policies, practices and procedures; general knowledge of related health ordinances, laws and best practices; general knowledge of grant preparation and related reports; general knowledge of standard office equipment, standard office and accounting software programs; ability to make arithmetic computations; ability to effectively communicate orally and in writing; ability to establish and maintain effective working relationships with officials, employees, community agencies, school officials, the public and various community officials

Education and Experience

Bachelor's degree with coursework in public health education, or related field public health, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work frequently sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, reaching with hands and arms and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

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Special Requirements

Valid driver's license.

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