



## CLASS SPECIFICATION

Class Code: 0627  
Date Est: 01/2002  
Last Rev:  
Last Title Chg:  
FLSA: Non-exempt

### HEALTH EDUCATOR I

#### **DEFINITION**

Under general direction, assists in planning, developing, implementing and evaluating district-wide comprehensive health education programs; provides technical and in-service training; conducts community health assessments; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited college or university with major course work in Health Education or Health Ecology OR a bachelor's degree from an accredited college or university with major coursework in a field closely related to Health Education, plus one year of full time experience in health education; OR an equivalent combination of training and experience.

#### **LICENSE OR CERTIFICATE**

Current Certified Health Education Specialist (CHES) is preferred.

#### **DISTINGUISHING CHARACTERISTICS**

This is the entry-level class in the Health Educator series, which provides for progression to the next level in the series upon meeting the requirements of the class and recommendation of the appointing authority. If the requisite proficiency is not demonstrated during the probationary period, an incumbent will not be retained. Incumbents are expected to work with less independence than incumbents in the Health Educator II class. Work assignments may be limited in nature and/or reviewed more frequently than the journey level Health Educator II class.

#### **SUPERVISION EXERCISED**

Exercises no supervision.

#### **EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Assist in defining specific educational objectives for developing community awareness and support for public health programs and services through consultation with Division Directors and Program Managers.

Participate in designing and conducting community assessments to gauge community attitudes, awareness of health services; analyze statistical public health information, local demographics, social-cultural trends, and other data to define the need for developing and distributing educational media.

Assist in planning and implementing educational programs, developing criteria, staffing and materials requirements to reach program objectives, departmental goals and to address the public health problems of defined target groups; coordinate activities with other agencies and groups to achieve greater impact, avoid duplication and enhance the effectiveness of the public health education effort.

Evaluate the effectiveness of health education within assigned areas of responsibility, using post program data to measure a program's effectiveness using approved program performance measures.

Collaborate with and provide technical assistance and advice to community groups, public agencies, and professional organizations; liaise and confer with schools and universities, providing training on program planning and evaluation; develop and maintain resource files to accommodate requests for speakers, films and literature.

Participate in public education and information efforts to increase awareness and understanding of health programs, services and activities.

Conduct and/or arrange in-service training for departmental staff on current trends in public health education and community collaboration activities.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

Departmental/divisional policies and procedures.

Principles of environmental health, preventive medicine, and epidemiology.

Issues related to population based community health and prevention activities for the general public and for particular population groups.

Functions and services of local community agencies and organizations and community resources.

Community health education and prevention issues related to the general public and local demographic groups.

Management information systems and software programs used in the assigned area.

### **Ability to:**

Understand the organization and operation of the County and of outside agencies as necessary to assume assigned duties.

Plan, assess, and develop, implement and evaluate comprehensive health education services and programs.

Design and implement evaluation/survey tools.

Develop and interpret public health policy.

Represent the Health Department in contacts with the public, community organizations, and other government agencies.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

### **Knowledge of:**

Principles and elements of program planning in health education.

Theory and practice of managerial and administrative sciences that pertain to health and wellness.

Methods of health and wellness communication

Strategies for dealing with specific behavioral and psychosocial issues

Techniques of health and wellness education

Role of values, beliefs, prejudices, and culture in choosing between alternative actions

Social psychological determinants of human behavior, needs, and attitudes.

Professional ethics including confidentiality, truth telling, and codes of professional behavior.

Concepts and methods of social and behavioral sciences relevant to the identification and solution of public health problems.

Policy issues in health and society.

Methods and techniques of research, statistical data collection, analysis, and report preparation.

**Ability to:**

Assist in the planning and implementation of health education activities, materials, and programs.

Perform statistical analysis and other evaluative methods and techniques.

Set and carry out goals and objectives.

Establish and maintain effective working relationships with persons from all sectors of the community.

Interpret and apply regulations, policies, and procedures, including administrative and departmental policies and procedures.

Write educational/informational materials, narrative reports, and analyses.

Operate a personal computer and utilize a variety of software programs including word processing and desktop publishing.

Plan and organize work to meet schedules and timelines.

Communicate orally in a clear, concise manner, tailoring the message to the intended audience.

Establish and maintain effective working relationships with those contacted in the course of work.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to work in a standard office environment. Ability to use standard office equipment including computers, telephones, calculators, copiers, and fax machines.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*

Approved WERCCS Job Evaluation Committee

Date November, 2001