



CLASS SPECIFICATION

Class Code: 0628
Date Est: 7/73
Last Rev: 01/2002
Last Title Chg: 01/2002
FLSA: Exempt

HEALTH EDUCATOR II

DEFINITION

Under general direction, plans, develops, implements and evaluates 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 a closely related field, plus two years 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 journey level class in the Health Educator series. It is distinguished from the Health Educator I by performance of the full scope of health education duties with a high degree of independence.

SUPERVISION EXERCISED

Exercises no supervision.

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

Define specific educational objectives for developing community awareness and support for public health programs and services through consultation with division directors and administrators.

Design and conduct community assessment 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.

Plan and implement 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 pre and post program data to measure a program's effectiveness against pre-established goals and objectives.

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 to keep staff informed of current trends in public health education and the work of other agencies.

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, methods, techniques, and materials used in public health and public health education; needs assessment, program planning, marketing, program implementation, and evaluation.

Theories of human behavior.

Program planning processes and techniques.

Group dynamics.

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

Ability to:

Plan, implement, and assist in the evaluation of health education activities and programs.

Perform statistical analysis and other evaluative methods and techniques.

Design, implement, and evaluate health education programs and materials.

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 March, 2001