



## CLASS SPECIFICATION

Class Code: 60017625  
Date Established: 01/2014  
Last Reviewed: 05/2022  
Last Revised: 05/2022  
Last Title Change:  
FLSA: non-exempt  
Probation: 12 Months

### HEALTH EDUCATOR COORDINATOR

#### **DEFINITION**

Under general direction, plans, develops and implements public health programs and associated policies and procedures; and performs related work as required.

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

A bachelor's degree from an accredited college or university in health education, public health, public administration, or a closely related field AND three years of full-time experience in project management in a public health agency, clinic, or hospital; OR an equivalent combination of training and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment.

#### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the Health Educator series. It is distinguished from the Health Educator II by an advanced mastery of health education duties and additional budgetary, leadership, and grant responsibilities.

#### **SUPERVISION EXERCISED**

May exercise direct supervision over technical and support staff.

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

Develop, implement, evaluate, and revise public health programs by collecting, analyzing, and interpreting program data including statistical and narrative reports, and other information to determine that programs meet agency mission and objectives, community needs, grant and regulatory requirements.

Actively maintain and grow knowledge of best practices in assigned subject, while providing staff development opportunities to further agency knowledge and capacity.

Supervise assigned technical and support staff, including interviewing and selecting staff; provide staff training in proper work methods and techniques; assign and review work; develop training programs specific to program needs; conduct performance evaluations; implement discipline and conflict resolution procedures when necessary.

Monitor and evaluate activities of assigned public health programs by ensuring compliance with regulations, policies and protocols and reviewing program outcomes and effectiveness. Provide recommendations on improving program outcomes based on analysis. Develop and implement quality improvement systems for public health programs.

Develop and write grant applications and related documents including needs assessments, program performance measures, personnel and funding requirements; maintain required reports and records to ensure that funding

requirements continue to be met; assess new resource development opportunities and apply for grants as necessary to maintain funding for public health programs.

Assist with annual program budget request and justification; administer finalized budget by monitoring expenditures against budget allocations including approval of purchase requisitions; assist with program reviews and financial audits by explaining expenditures and providing other information requested by auditors.

Collaborate with county departments and public and private community agencies to expand the scope and reach of public health programs and services, and to promote and improve the health and well-being of the community. Provide lead direction and technical assistance on assigned subject including educational activities and representation on community boards, committees and coalitions.

Participate in community level strategic planning efforts that incorporate built environment, with populations and community bases interventions through collaborations with community partners and stakeholders.

Participates in community assessment and development of strategic plan for Health District and community coalitions.

Support and participate in Community Health Improvement Plan (CHIP) initiatives related to program area.

Coordinate and manage special projects, assignments and activities; collect, compile, analyze and monitor progress; present findings to management and community partners, identify alternatives and make recommendations.

## **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.

State and local legislation/regulations relating to public health programs.

Organizational structures of Washoe County and other entities as they relate to programs, activities, and functions of assigned areas.

Principles of general management, supervision, and training.

Research techniques, data collection, analysis, and report preparation.

Grant development and administration.

Accounts maintenance and program budgeting principles, including budget development and expenditure control.

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

Local community agencies, organizations, and resources.

### **Ability to:**

Select, supervise and evaluate the performance of assigned staff.

Conduct duties with an awareness of the organization and operation of the County and outside agencies.

Assess, plan, direct, manage and evaluate the operations and services of varied program functions to accomplish established goals and optimize efficiency.

Read, interpret and apply law, statues, codes, regulations, policies, contracts and legal documents pertaining to public health programs.

Analyze information and situations, formulate alternative solutions and make appropriate responses or recommendations within a quality improvement framework and performance management.

**Entry Level** (*Applicants will be required to demonstrate these through written, oral, performance or other evaluation procedures.*)

**Knowledge of:**

Principles and practices of public health and public health education, epidemiology, behavior change theory and public health community planning.

Program planning and development methods and techniques.

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 and programs available to clients.

Program evaluation to determine effectiveness in meeting goals and objectives, and strategies to develop and implement program modifications for quality improvement.

**Ability to:**

Collaborate with community and other private and public agencies to accomplish program goals.

Write narrative reports, correspondence, and grant applications.

Communicate clearly and concisely, orally and in writing, tailoring the message to the intended audience.

Operate a personal computer and use a variety of software packages.

Interact with a variety of individuals from diverse socio-economic, ethnic, and cultural backgrounds.

Represent the Department and maintain effective working relationships with clients, public officials, community representatives, other government agencies, division staff and representatives of other departments.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical abilities and work environment:*

Ability to work in a standard office or clinic environment. Ability to use modern office equipment including computers, copiers, printers, telephone and FAX machine.

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