

DEPARTMENT: HEALTH
CLASSIFICATION: COMPETITIVE
APPROVED: JUNE 23, 2008

PUBLIC HEALTH EDUCATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for coordinating, planning and administering educational programs, geared towards health prevention and/or fostering healthy behavior, for a County Public Health Department. The incumbent is responsible for evaluating the public health education needs of a community, submitting grant requests to the State for programs based on the needs of the community, and completing and submitting mandated plans necessary to receive funding. The incumbent is also responsible for coordinating and working health fairs; work-site wellness programs; diabetes clinics; and any other related public health education program consistent with Federal and State laws and rules for administering health related educational programs. In addition, the incumbent participates in the Community Health Assessment and the Municipal Health Services Plan. The work is performed under general supervision with leeway allowed for the use of independent judgment in carrying out the details of the work. General supervision is exercised over the work of subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Coordinates, plans and administers community based health education programs as required by laws, rules and regulations;
2. Evaluates educational needs of a community by distributing questionnaires, conducting informational sessions, and maintaining on-going contact with community service agencies, social service agencies and private businesses for the purposes of ascertaining health education needs;
3. Conducts group and individual wellness promotion/disease prevention activities;
4. Plans and directs workshops, forums and discussion groups to promote public health and health education;
5. Prepares and distributes educational and informational materials and conducts training and presentations to schools, community service professionals, and agencies in the community;
6. Writes and submits grant request for new and existing health education programs and completes the budget for the grants;
7. Assists in the preparation of data collection and behavioral risk survey forms and participates in the data collection and survey work, and workshops;
8. Participates in the Community Health Assessment and the Municipal Health Services Plan;
9. Conducts a needs assessment to identify other issues of household concern and to make appropriate referrals where necessary (this may include environmental health, healthcare, or social welfare issues);
10. Completes mandated paperwork necessary to receive State funding for health programs;
11. May perform developmental screening to pre-school children.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern public health nursing and clinical practices; good knowledge of the principles, practices and techniques of education; good knowledge of the grant application process and monitoring; good knowledge of the laws and rules regulating public health education programs; good knowledge of public information and public relations techniques; good knowledge of community organization work; good knowledge of the mechanics of planning and conducting seminars and workshops; working knowledge of the epidemiology, data collection and behavioral and attitudinal surveys; skill in educational techniques and methods of communication; ability to prepare health education materials, including curricula, pamphlets, exhibits, and audio-visual presentations; ability to communicate effectively both orally and in writing; ability to understand and empathize with the needs and concerns of others; ability to establish and maintain effective relations with community agencies and different ethnic groups; ability to survey public health education needs; ability to prepare activity reports; sound judgment; initiative; resourcefulness; integrity; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma **AND**

Graduation from a regionally accredited or New York State registered approved college or university with a Bachelor's Degree in health education, health science, public health, health promotion, community health or health communications; **OR**

Graduation from a regionally accredited or New York State Registered approved college or university with a Bachelor's Degree in education, nursing, epidemiology, wellness and fitness, or nutrition and one (1) year of paid experience health education; **OR**

Graduation from a regionally accredited or New York State Registered approved college or university with a Bachelor's Degree in marketing, human services, social work or psychology and two (2) years of paid experience health education; **OR**

Graduation from a regionally accredited or New York State Registered approved college or university with a Master's Degree in public health or health education.

NOTE: Verifiable paid part-time experience may be pro-rated toward meeting full-time experience.

SPECIAL REQUIREMENT:

A local public health educator must satisfactorily complete fifteen (15) hours of continuing education in health education related topics approved by the New York State Health Department within one (1) year of appointment.