

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

ASSISTANT PUBLIC HEALTH EDUCATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for either providing public health education services in an assigned phase of the public health education program or assisting the Public Health Educator in a more comprehensive program. The incumbent assists in providing public health education services to individuals and groups within the County and assists in determining health education needs of the County. In addition, the incumbent conducts door-to-door surveys to assess public health needs especially those related to childhood lead poisoning, asthmas, smoking, fire safety and carbon monoxide poisoning. Work is performed under the direct supervision of the Public Health Educator. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Organizes and collaborates with community groups and directs educational efforts to influence public attitudes and behavior with regard to health needs;
2. Assists in planning and directing health education programs, particularly among at-risk populations, to improve the level of health information and motivate people toward positive health habits;
3. Prepares and distributes health education materials, including fact sheets, pamphlets and brochures;
4. Assists in the preparation of data collection and participates in the studies and surveys of public health education needs in the community and evaluates the materials and methods used to determine the effectiveness of the program;
5. Conducts door-to-door surveys to assess public health needs especially those related to childhood lead poisoning, asthmas, smoking, fire safety and carbon monoxide poisoning;
6. Prepares reports of all activities;
7. Participates in staff meetings as requested.

FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of the basic principles, practices, techniques and literature of public health education; working knowledge of the laws and rules regulating public health education programs; working knowledge of public information and public relations techniques; working knowledge of community organizations; skill in educational techniques and methods of communication; ability to prepare reports, health education materials and correspondence; ability to establish and maintain effective relations with community agencies, and different ethnic groups; ability to survey public health education needs; ability to prepare and deliver presentations in a clear, concise and articulate manner; ability to communicate effectively both orally and in writing; 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: 1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in health education or health promotion;

OR: 2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelors' Degree in Education, Communication, or a health related field and two (2) years of paid experience in teaching or with a community health agency in health education activities.

NOTE:

Verifiable paid part-time experience may be pro-rated towards meeting the experience requirement.