

## **HEALTH EDUCATOR**

**Primary Purpose:** This is a professional, public health nutrition and educational position, that is responsible for planning and organizing health education programs for groups and community needs. This position assists with the development and implementation of multiple strategies, initiatives and activities that promote health and prevent disease in settings including, but not limited to, Health Department buildings/sites, homes, community organizations and businesses, schools, and the community in general.

**Supervision:** under the direct supervision of the Director.

**This description may not include all of the duties, knowledge, skills or abilities associated with this classification.**

### **DESCRIPTION OF WORK:**

#### Essential Functions-

- Assists in the development, implementation, monitoring, and evaluation of strategies that address established community health improvement priorities.
- Promote, maintain, and improve individual and community health by assisting individuals in the community to adopt healthy behaviors.
- Provides education and counseling to individuals, families and community groups that are adapted to their unique needs, lifestyle, cultural and socio-economic situation.
- Researches and retrieves information regarding evidence-based health promotion and health education initiatives, programs and activities from a variety of text, electronic, and community-based resources.
- Design and conduct health educational programs with community organizations, members of the general public and other professionals
- Develop and promote and/or market health education materials and information that are accurate, culturally appropriate and educationally sound.
- Gather, organize and maintain data for program monitoring, evaluation and improvement.
- Collaborates in development and delivery of programs and activities for individuals, families and population groups that promote health and prevent disease
- Participates in the community health assessment and health improvement planning and intervention activities.
- Attends conferences, workshops, and seminars for professional development purposes
- Participates in state, regional, and local coalitions for public health issues.
- Conducts community surveys and collaborates with other health specialists and civic groups to identify health needs.

- Customarily and regularly exercises discretion and independent judgement; receives general administrative direction; work is reviewed for attainment of objectives and conformance with prescribed policies and procedures.

### **QUALIFICATIONS REQUIRED:**

- High School Diploma or GED is required
- Nutrition and/or Dietetics
- A Bachelor's degree from an accredited College or University is preferred.
- Previous public health experience preferred.
- Previous WIC experience preferred
- Previous experience as a Health Educator or one year of relevant experience preferred.
- Proficient skills in Microsoft office programs, including excel.
- Strong problem solving, analytical skills and organizational skills are essential.
- Must have knowledge of proper use of grammar, spelling, punctuation, and basic math skills.
- Must have excellent oral and written communication skills.
- Must have good public relation skills due to the exceedingly high amount of contact with the public, board members, staff, and outside agencies.
- Must be able to handle multiple tasks simultaneously
- Must have the ability to maintain confidentiality.
- Must have strong customer service skills.
- Valid driver's license and auto insurance.
- Reliable transportation.

### **ABILITIES:**

- Ability to use independent judgement in problem solving with minimal supervision
- Ability to time manage
- Ability to prepare and maintain records.
- Ability to utilize a range of office software, including email, spreadsheets and databases.
- Plan, organize and coordinate multiple projects at one time.
- Establish and communicate clear goals and objectives.
- Prepare and present reports.
- Read, understand, apply and comply with the terms of various state contracts.
- Ability to analyze, interpret, and apply data for evidence-based decision making and program implementation.
- Ability to present effective education to individuals and groups.
- Ability to establish and maintain effective courteous working relationships with staff, management of Perry County Health Department and the public.
- Ability to work as a member of a team in carrying out Perry County Health Department's mission statement and philosophy.

- Ability to perform the essential functions of the job without posing a direct threat to Perry County Health Department and the safety of others.

**PHYSICAL REQUIREMENTS:**

- Perform bending and reaching to both ground level and overhead.
- Lifts, carries, pushes and pulls objects up to 30 pounds.
- Hold and grip objects.
- Must possess ability to necessary to operate a computer keyboard and mouse.

**WORKING ENVIRONMENT:**

- Primarily indoors, with heating and cooling regulated in a general office environment
- May be subjected to extreme levels of noise.

**MISCELLANEOUS REQUIREMENTS:**

- Must provide transportation to off-site locations.
- Must be available to work irregular hours, as needed.
- Must complete annual continuing education as specified and required by various programs.
- Performs other related work as assigned.