



HEALTH EDUCATOR JOB DESCRIPTION

Job Title: **Health Educator**

Job Code: **PH250**

Pay Grade: **21**

Effective Date: **OCTOBER 2007**

FLSA: **Non-Exempt**

Revision Date: **May 2017**

NATURE OF WORK

Under general supervision, promotes community awareness of Public Health issues; identifies County health trends and community services needs, and develops health education materials and outreach services for at-risk populations.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, organizes, and conducts community outreach programs, community events, workshops, conferences and discussion groups to promote health education, risk reduction and healthy behaviors according to Federal and state guidelines.
- Identifies County health trends, community service needs and public health education opportunities and priorities; researches issues and collects data; develops health education and public information programs to meet the needs of the community, with considerations for inherent cultural sensitivity and effective communication of health risks.
- Develops brochures, flyers, posters, and other materials for health promotion activities to the public, community agencies, and support groups.
- Provides health information, education, screening, testing and referral services; encourages clients to access care and treatment; educates the public on health and healthy behaviors and on community services available through the Public Health Department and other community resources.
- Coordinates the County health promotion and disease prevention programs and activities with State agencies, municipalities, and community organizations; coordinates efforts to identify and expand successful programs to protect and improve the health of the community.
- Provides health education to clients and their partners, social contacts, and the community; documents client information and provides referrals to medical and community services agencies.
- Prepares and delivers presentations to at-risk clients on public health topics; coordinates education and counseling programs with other staff members and/or community partners.
- Documents client service delivery in program reports as required; compiles and maintains records, reports and statistical information; monitors budget and expenditures.
- Conducts investigations, case finding and epidemiological investigation of communicable disease; entry of information into state system
- Maintains absolute confidentiality of work-related issues, personnel records and County information; complies with the confidentiality standards of the Privacy Act of 1974, {U.S.C. § 552A} as amended, and HIPAA policies and procedures.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

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Work is performed in a standard office environment and involves light physical demands and frequent use of a personal computer.

This position need to be able to lift and load lightweight boxes, up to 45lbs, into and out of vehicles at times for presentations and outreach activities outside of the office.

EMPLOYMENT STANDARDS:

Bachelor's Degree in Health Education, Public Health or a closely related field; AND three (3) year's experience in public health, medical or social services program.

A valid Driver's License is required. Specific technical training and counseling certifications from the Washington State Department of Health may be required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Applicable policies, procedures, and regulations covering public health programs.
- Prevention, counseling, and intervention strategies for public health issues.
- Community service agencies and other governmental assistance programs.
- Principles of record keeping and records management.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Business and personal computers, and standard software applications.

Skills in:

- Presenting Public Health information to at-risk clients and the public.
- Interacting with people of all social, economic, cultural, and ethnic backgrounds.
- Working effectively with others to develop solutions for public health problems.
- Maintaining accurate records.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers, other County employees, and representatives from other City, County, State and Federal agencies.
- Communicating effectively verbally and in writing.