



## SAN JUAN COUNTY JOB DESCRIPTION

Job Title: Health Educator	Step:
Department: Health Department	Grade:
Effective Date: April 2015	Safety Sensitive
Revision Date: August 2016	FLSA Status: Non-Exempt

### **General Purpose**

Under general direction from the Public Health Director, performs complex interaction with the public. Designs and conducts community health education programs. Develops and implements prevention-oriented public health education programs, including tobacco prevention education and cessation, intentional and unintentional injury prevention, physical activity, nutrition and obesity, chronic disease prevention, and environmental health education programs. Develops, designs, monitors, coordinates, evaluates, and administers health education and prevention activities in San Juan County.

### **Supervision Received**

Works under the general direction of the San Juan Public Health Executive Director/Health Officer.

### **Essential Functions**

- Conducts planning for health education program by identifying and compiling information on existing and related community health problems.
- Designs and implements school curricula, clinic education, community classes, and public education programs.
- Designs and implements programs to reduce injuries from unintentional injuries or loss and injury from substance abuse related mishaps and conducts surveys to detect and evaluate associated behavioral changes.
- Designs and implements wellness programs for county businesses willing to participate; serves as behavioral coach when applicable.
- Assesses local health education needs using surveys and other assessment tools; documents and evaluates results and presents findings to directors, the local health board and program administrators.
- Develops comprehensive local health education plans based on identified needs in the community.
- Coordinates local, state, and national campaign promotions for San Juan County residents by implementing awareness campaigns, media relations and other social marketing plans.
- Designs and implements health programs in accordance with comprehensive local health plans.
- Teaches about cardiovascular disease, cancer, injury control, environmental health, diabetes and other health topics as deemed appropriate.
- Develops policies designed to improve the health and well-being of the public.
- Responds to public health emergencies as required by department or program administration.
- Researches and pursues grant opportunities related to public health.
- Oversees budgets and expenditures for programs funded by various grants and contracts.

### **Minimum Qualifications**

- Preference will be given to individuals who have graduated from a college or university with a Bachelor's degree, majoring in Public Health Education, Community Health Education, Nursing, Public Health, Lifestyle Management or a closely related field. A degree is not required for this position.
- Preference given to individuals with experience developing educational programs, teaching experience and/or lifestyle coaching experience.

### **Required Skills, Knowledge and Abilities**

- KNOWLEDGE of the psychological and physiological effects of tobacco, alcohol and illicit drugs; knowledge and understanding of public health methods and procedures; knowledge of health education methods and preventative health practices; knowledge and understanding of behavior modification principals and methods; knowledge of community analysis and survey techniques, needs assessment, and principals of community organization; knowledge of education tools and use of the media for information dissemination; knowledge of state and local aids, literature, and services available in the field of community health.
- SKILL in teaching and training techniques; utilization of new electronic technologies; written and verbal communication; interpersonal and public relations.
- ABILITY to develop curriculum, lesson plans, skill building activities, audio-visual materials and other motivational and educational materials; Ability to assess community and personal health needs and plan and implement effective public health programs; Ability to work with antagonistic or even hostile people; Ability to communicate effectively and professionally verbally and in writing; Ability to adapt presentations and materials to meet the needs of culturally diverse populations; Ability to establish good working relationships with federal, state, and local agencies, employers, property owners, hospitals, health care providers, human service providers, and other local health departments, Utah Department of Health, local school districts, business and civic leaders, elected officials, and the general public; Ability to lead discussions and teach large or small groups; establish and maintain cooperative relationships with those contacted during the course of work activities; develop curriculum, make presentations and effectively evaluate program effectiveness.
- Ability to understand basic epidemiological principles and statistical methods.

### **Special Qualifications**

- Must possess a valid Utah Driver's License.

### **Work Environment**

Regularly sits at a desk; walks, stands, or stoops, uses tools or equipment requiring a high degree of dexterity; works for sustained periods of time maintaining concentrated attention to detail. Work is performed in an office or other environmentally controlled room; work required frequent contact with the public which exposes incumbents to others' illnesses and to individuals that may be angry, agitated, or otherwise upset.