

## COMMUNITY HEALTH EDUCATOR

### FUNCTION OF THE JOB

Under supervision, to perform work involving planning, coordinating, investigating, assessing, and implementing of public health or human services programs which may include communicable or chronic disease, health promotion or strategy, nutrition, and other health related topics; work assignments in Public Health will help achieve and maintain Public Health 3.0; and to perform other duties as required.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Conducts research and develops educational programs and materials, such as presentations, articles, displays, and electronic visual aids, for use in providing health information to the public.
2. Provides educational presentations and workshops on a range of topics related to public health, health promotion, emergency preparedness, or communicable and chronic disease prevention.
3. Participates in health strategy initiatives to enhance the effectiveness of the public health system.
4. Coordinates evidence-based health promotion programs and activities in collaboration with community partners.
5. May be assigned to work with specific populations and is responsible for developing or modifying educational materials to address the needs of the identified population.
6. May conduct telephone calls with persons suspected or confirmed with a communicable disease to complete case interviews, elicit contacts, implement control measures, initiate referrals, and educate on disease etiology and methods to reduce spread.
7. May participate in outbreak or epidemiological investigations.
8. May serve on an assigned team that observes and monitors tuberculosis by conducting home visits and ensuring medication adherence.
9. Conducts public health or chronic disease screenings and provides appropriate education and referrals.
10. Conducts case management activities in response to reportable events such as lead poisoning or for other public health issues.
11. Establishes and maintains community partnerships with agencies and organizations to foster cooperation and prevent duplication of services.
12. Participates in on-going community health improvement planning which includes regular and systemic collection, assembly, and analysis of community health data, community health needs, and emerging trends.
13. Participates in the development and implementation of strategic and operational plans related to emerging public health issues.
14. Coordinates publicity efforts on health promotion topics and prepares information for release to the media and the public.
15. Educates and trains employees, students, and interns on health topics.
16. Conducts quality assurance activities such as, review of composite reports, querying of databases to generate reports to determine program and community needs.
17. Assists in the development and management of grants through program evaluation and data collection and analysis.
18. Performs data entry into electronic records and databases, data searches, reporting, and other functions using various information systems.
19. Maintains detailed records and reports according to guidelines of appropriate programs.
20. Establishes and maintains effective working relationships with staff, local, state and regional agencies, organizations, community groups, and the public.
21. Act as a first responder in a natural disaster or any public health, chemical, biological, nuclear, or radiological event.
22. Performs other duties as required.

## QUALIFICATIONS

### Essential Knowledge and Abilities

1. Considerable knowledge of public health principles, including foundational public health services, essential public health services, and core functions of public health.
2. Considerable knowledge of health promotion and preventive health care including the prevention and control of communicable and chronic diseases.
3. Considerable knowledge of health and nutrition education principles, theories, and practices.
4. Considerable knowledge of social determinants of health and health equity.
5. Considerable knowledge of the principles and practices of nutrition for pregnant, postpartum, breast-feeding women, infants, children, aging, and/or disabled populations.
6. Considerable knowledge of the laws regulating the confidentiality of client information.
7. Working knowledge of computerized department program software including electronic health record, internet access and database, spreadsheet, and word processing programs.
8. Ability to demonstrate clinical skills such as conducting chronic disease screenings.
9. Ability to maintain detailed records and reports according to guidelines of appropriate programs.
10. Ability to speak and write effectively.
11. Ability to make presentations to small and large groups.
12. Ability to evaluate and organize health education materials and equipment needed.
13. Ability to prepare material for media release.
14. Ability to prepare health and nutrition exhibits, posters, and bulletins.
15. Ability to establish and maintain working relationships with staff, local, state, and regional agencies, organizations, community groups, and the public.
16. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
17. Ability to plan, organize, and effectively carry out a variety of assignments.
18. Ability to respond to a public health outbreak or an emergency government situation.
19. Ability to work in an enclosed environment wearing personal protective equipment.

### Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in public health, community health education, education with at least a minor in health, or a closely related field.

OR

2. Graduation from a recognized college or university with a bachelor's degree in education, the behavioral sciences, or closely related field plus one-year work experience in planning and implementing community programs in public health.