

POSITION: Health Educator
OFFICE/DEPARTMENT: Health and Human Services
REPORTS TO: Department Director
UNION STATUS: Represented by Local 367-C
SALARY GRADE: 13
DATE LAST REVISED: May 2003

1.0 PRIMARY FUNCTION AND PURPOSE

Plans, organizes and implements comprehensive education programs. Provides individual and group health promotion and disease prevention activities in a variety of settings including clinic, home and schools.

2.0 ORGANIZATIONAL RELATIONSHIPS

2.1 Supervision Received

Persons in this position are expected to perform the essential duties and responsibilities defined in Section 3.0 under the general supervision of the Personal Health Services Coordinator and Department Director.

2.2 Supervision Exercised

None.

3.0 ESSENTIAL DUTIES AND RESPONSIBILITIES

3.1 General Duties

Participates in planning, organizing, and conducting public health promotion and disease prevention programs to meet the needs of the community

Consults with Department personnel and other professionals to plan, develop, evaluate, and implement health education programs and projects

Designs, implements and evaluates primary and secondary public school and community education best practices programs

Prepares in-service training, workshops, and/or information material as requested by the Department and various community or governmental organizations and schools

Develops materials and programs to accomplish department public relations objectives, including news releases, designing informative pamphlets, fliers and posters, and recruiting and training volunteers according to program needs.

Establish and maintain records and statistics of education and outreach programs; complete grant and program reports as required

Serves as a resource and provides assistance and materials to teachers, nurses, and other professional persons, and to the community groups concerned with health promotion and disease prevention.

Coordinate long-range planning of health education program

Assist in researching and preparing grant applications for funding

Advises, consults, and assists staff members with the identification of individual and group needs for health education, and with development of educational materials, tools and techniques.

Maintains audio-visual equipment and resources file for health education materials

Participates in community assessment of health concerns for groups at risk of poor health; mobilizes community groups; makes community diagnosis with relevant community partners; plans and implements interventions which may include data collection and analysis, educational programs, development of work groups and development of new programs or services. Evaluates outcome of interventions.

Represents the Health & Human Services Department on community health-related committees and boards, reports on group's activities and advises the group on public health education issues.

Participates in Health & Human Services Department planning and evaluation through participation in team, staff and agency meetings and periodic reviews. Participates in quality assurance activities such as developing standards, performing chart audits and peer reviews. Makes recommendations to update health care policies, procedures and records as requested.

Provides outreach and linkage to health and social service programs for the Medicaid-eligible population.

4.0 PERIPHERAL DUTIES

Other related duties as assigned.

Provides backup for related positions.

5.0 EDUCATION AND EXPERIENCE

Requires a Bachelor's Degree in Health Education or closely related field.

Possess a valid Washington State driver's license and pass a driving record abstract that meets County standards; pass a criminal background check; assume responsibility for continuing education through workshop attendance, journal review, use of consultants, and participation in professional associations to insure adherence to current, safe and legal practices.

6.0 NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Requires Considerable knowledge of field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in this job description; health promotion and disease prevention best practices applications and principles; adult and child learning styles, program development, implementation and outcome evaluation, community development; public health core functions, assessment, policy development and assurance; subjective and objective assessments, safety precautions, practices and procedures applicable to area of assignment.

Requires Working knowledge of English grammar and composition, spelling and arithmetic.

Must possess basic computer skills.

Requires the ability to communicate effectively, both orally and in writing, in clear, concise language appropriate for the purpose and parties addressed; communicate comfortably and sensitively with clients and professionals regarding human sexuality; satisfactorily perform each of the essential duties and responsibilities identified in Section 3; use tact, discretion and courtesy to gain the cooperation of others and establish and maintain effective working relationships and rapport with co-workers, volunteers, other departments, representatives of other agencies and businesses and diverse members of the public; fulfill the commitment of the County to provide outstanding and effective public, inter- and intra- departmental

service; maintain accurate records; be attentive to detail when making decisions; consistently follow written and oral instructions, policies, procedures and legal guidelines; read, understand, interpret and apply appropriately the terminology, instructions, policies, procedures, principles, legal requirements and regulations pertinent to area of assignment; organize, prioritize and coordinate work assignments; work effectively in a multi-task environment; take appropriate initiative; apply good judgment and logical thinking to obtain potential solutions to problems; and make reasoned decisions within the scope of knowledge and authority or refer to the appropriate information source; initiate, compile, compose and/or edit correspondence, records and reports relevant to area of assignment and assure all pertinent information from appropriate sources is included; proficiently use emergency and protective equipment and supplies standard to the area of assignment; work independently or cooperatively as a member of a multi-disciplinary team; maintain confidentiality per department HIPAA policies and procedures manual; and use appropriate safety equipment and follow established work safety policies, practices and procedures.

7.0 BEHAVIORAL STANDARDS

Positively represents the County, demonstrating honest and ethical behavior. Is respectful and courteous to the public, county leadership and other employees. Demonstrates good work habits.

8.0 WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in a medical clinic setting and other areas throughout the community.

While performing the duties of this job, the employee is frequently required to stand for extended periods of time, travel in automobile for extended period, and move quickly. Employee sits, stands, climbs stairs and walks in providing service to clients. May lift and carry supplies, equipment and/or children weighing up to 50 pounds. May be required to run or move quickly in case of an emergency. May be exposed to a variety of environmental or chemical allergens. Wears gloves, safety glasses and/or other personal body protection as required to meet universal health precaution requirements.

Work Environment: The work environment characteristics described here is representative of those an employee encounters while performing the essential functions of this job in a clinic setting and other locations throughout the community.

Requires extensive field work in various settings, such as schools, throughout the community.

Occasional evening and weekend hours may be required

The noise level in all work environments will vary from low to moderately noisy.

Standard equipment used in this position includes, but is not limited to, personal computer, projectors, VCR

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

9.0 SELECTION PROCESS

The selection process will include a formal application and evaluation of education and experience, and may also include an oral interview, background and/or reference checks and job-related tests.

The duties set forth in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.