

## LOCAL HEALTH PERSONNEL JOB DESCRIPTION

<b>CLASS TITLE:</b> Health Educator III	
<b>TITLE CODE:</b> 2810	<b>SERIES:</b> Health Education
<b>SELECTION METHOD:</b> 100% qualifying	<b>SALARY: (MIN-MID) \$15.79-\$19.96/HR</b> <b>GRADE: 19</b> <b>SPECIAL ENTRANCE RATE:</b> May be adjusted at agency's discretion based upon additional education & experience.
<b>POSITIONS IN THIS CLASS GENERALLY REPORT TO:</b> Health Education Director or Health Education Coordinator	
<b>PRIMARY USER AGENCY:</b> LOCAL HEALTH DEPARTMENT	

**CHARACTERISTICS OF THE CLASS:** CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Participates in the identification of community health needs, participates in health education program planning, promotes positive health behaviors and works to reduce or eliminate health risk behaviors, documents services provided in a professional manner and maintains confidentiality, participates in the health education evaluation process, communicates effectively both in writing and orally, including documentation, recordkeeping and correspondence, practices with professionalism and accountability as employee of the local health department, develops and implements a plan of continued professional growth and development.

**MINIMUM REQUIREMENTS:** MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

**EDUCATION:** Graduate of a college or university with a bachelor's degree

**EXPERIENCE:** Must have four (4) years of health related or education experience

**SUBSTITUTION CLAUSE:** See below

**EDUCATION:** N/A

**EXPERIENCE:** Master's degree or bachelor's degree in health or human services fields will substitute for one (1) year experience required. A professional license in the health or human services fields will substitute for an additional year of experience.

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.) None

**POST EMPLOYMENT REQUIREMENTS:** EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION:** EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Provides services according to the guidelines set by the Public Health Practice Reference/Administrative Reference (PHPR/AR), works with members of the community to establish a working relationship. Compiles statistical information for health program needs, gathers health information for the public relative to the specialized program and distributes health education materials. Establishes working relations with the community and school systems to teach and present appropriate aspects of health education under limited supervision. Utilizes appropriate educational methods and materials, determines contracts with and writes public service announcements for newspaper, TV, and radio, assures that educational information and materials are up to date, demonstrates an understanding of cultural competency, participates as a team member and refers to supervisor as needed.

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:** INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent inside the office or in a community setting.

**ADDITIONAL REQUIREMENTS:**

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

**DATE CLASS ESTABLISHED:** 7/1/06

**DATE OF LAST REVISION:** 01/16/08

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.