



Delaware County Job Description

Job Title	Health Educator	EEO Classification	Professionals
Department	Health Department	EEO4 Function	Health
Supervisor	Health Education Supervisor	Job Grade	5
Work Schedule	8:30 am – 4:00 pm, M-F	Status	Full-time
FLSA Status	Nonexempt, OT Eligible	Position Type	Hired
Job Category	PAT (Prof, Admin, Tech)	Effective Date	4/1/08

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and abilities required. Delaware County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Health Educator for the Health Department, responsible for planning and implementing health education programs and activities, conducting on-site inspections, providing information and education to the public, and enforcing federal, state, and local public health and environmental protection laws, rules, and regulations.

DUTIES:

Performs research and develops and presents educational programs for local schools, workplaces, health fairs, community/social organizations, and County employees. Provides information and assistance in identifying and understanding environmental/health hazards and chronic disease/health risks and developing related strategies.

Works with a variety of outside agencies and organizational professionals to coordinate prevention services and community educational events.

Acts as a resource person with schools and the public, responding to questions on health related topics and providing appropriate research information and statistics.

Responds to requests, questions, and problems concerning environmental issues, providing information and assistance, explaining procedures, conducting inspections, and issuing or denying permits as applicable.

May assist with environmental inspections of temporary events and public and private property, ensuring compliance with public laws, codes, ordinances, and regulations. Provides consultation and education regarding environmental health and safety issues.

Provides training on various health related topics, including Hepatitis, HIV/AIDS, universal health precautions, tobacco education/cessation, first aid, CPR, Stop The Bleed, food service training and/or related health topics as requested.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Bachelor's degree in health education or health science-related field.

Must be at least 21 years of age.

Ability to meet all hiring requirements, including passage of a drug test. Training in smoking cessation and HIV/AIDS with certification in National Incident Management Systems (NIMS), CPR, and AED.

Thorough knowledge of principles and practices of public health education, with ability to effectively prepare a variety of programs, presentations, and related instructional materials for a broad range of participants.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare documents and written reports as required. Ability to maintain accurate records.

Ability to operate standard office and inspection equipment, such as computer, calculator, projector, and thermometer.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile individuals.

Ability to effectively communicate orally and in writing with co-workers, other County departments and agencies, Indiana State Department of Health, American Cancer Society, Ball State University, Ball Memorial Hospital, Little Red Door, Open Door, Minority Health Coalition, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability plan and layout assigned work projects and plan and present public speaking presentations.

Ability to compare or observe similarities and differences in data; compile, classify, analyze, evaluate data, and take action based on data analysis.

Ability to testify in legal proceedings/court as needed.

Incumbent responds to emergencies on 24-hour call and from off-duty status.

Incumbent occasionally works extended, evening, and/or weekend hours and travels out of town for training, meetings, and/or conferences, sometimes overnight.

Possession of valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs a broad range of duties which involve consideration of many variables, exercising independent judgment to effectively assess and evaluate community health education programs and services, develop and present programs and activities, and provide information and/or referrals as requested. Majority of duties are performed within clear and well-defined guidelines that are applied to specific tasks. Incumbent exercises judgment when inspecting food establishments and investigating food-related illnesses, evaluating compliance with sanitation requirements, and determining appropriate action for non-compliance.

III. RESPONSIBILITY:

Incumbent ensures proper implementation of community health programs, sanitation requirements and environmental codes according to technical specifications and standard practices of the profession. Goals and objectives of incumbent's work are known, with work reviewed primarily for attainment of objectives, technical accuracy, soundness of judgment, adherence to instructions/guidelines, and compliance with Department goals/objectives and legal requirements. Periodically, decisions are made in the absence of specific policies and/or guidance from the supervisor.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments and agencies, Indiana State Department of Health, American Cancer Society, Ball State University, Ball Memorial Hospital, Little Red Door, Open Door, Minority Health Coalition, and the public, for the purposes of exchanging information and ideas and instructing others.

Incumbent reports directly to the Health Education Supervisor/Sanitarian.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting and walking at will, sitting/standing/walking for long periods, lifting under 50 pounds, carrying objects, crouching/kneeling, pushing/pulling objects, bending, reaching, close and far vision, color and depth perception, fingering/handling/grasping objects, and hearing sounds/communication. Incumbent may be exposed to normal hazards associated with investigations of food borne illnesses for which safety precautions must be followed at all times. Incumbent performs some duties outdoors in varying weather conditions. Incumbent is exposed to violent/irate individuals and may respond to situations involving potential physical harm to self and others.

Incumbent responds to emergencies on 24-hour call and from off-duty status. Incumbent occasionally works extended, evening, and/or weekend hours and travels out of town for trainings and/or meetings, sometimes overnight.

DOCUMENT HISTORY

Initial Document		Original Author: Amy Hall		Title: HR Director	
		Department: Human Resources		Date Drafted: 11/23/09	
Change History		Revision	Description of Changes	Approval Date	Approved By
		0	Original document	4/1/08	

The County has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the County reserves the right to change this job description and/or assign tasks for the employee to perform, as the County may deem appropriate.

Interested individuals should submit cover letter, resume, completed application*, and any references or other info for consideration to:

- 1) Delaware County Human Resources
Delaware County Building
100 W. Main St, Room 300
Muncie, IN 47305

- 2) By email to Jammie Bane, DCHD Administrator, at jbane@co.delaware.in.us

**Printable county application can be found at <https://www.co.delaware.in.us/>*

