

**POSITION DESCRIPTION
COUNTY OF DELAWARE, INDIANA**

POSITION: Health Educator
DEPARTMENT: Health
WORK SCHEDULE: 8:30 a.m. – 4:00 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: November 2023
DATE REVISED:

STATUS: Full-time
FLSA STATUS: Non-exempt

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

Incumbent serves as Health Educator for the Delaware County Health Department, responsible for creating, planning, coordinating, and implementing health education programs and activities, creating related educational materials, and providing information and education to the public.

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 personnel to coordinate prevention services and community educational events.

Serves as resource for schools and the public, responding to questions on health related topics and providing appropriate research information and statistics.

Performs event coordination, such as for lead poisoning prevention event. Coordinates logistics for host site and staff, including reaching out to community organizations and facilities, planning event details, and implementing and evaluating events.

Leads and facilitates the creation, printing, and delivery of educational materials such as flyers, brochures, stickers, logos, buttons, and digital documents. Receives requests from Department personnel, designs materials, obtains necessary approvals, and arranges printing.

Manages, maintains, and updates Department website and social media platforms.

Provides training on various health related topics such as Hepatitis, HIV/AIDS, universal health precautions, tobacco education/cessation, food service training, and related health topics as requested.

Maintains current knowledge on health related topics and assists in planning, developing, and implementing health education materials, programs, and services in accordance with community needs and Department goals and objectives.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Bachelor's degree in public health education or related field required, with two (2) years of experience as a Health Educator preferred.

Possession of or ability to obtain and maintain current required certifications and training, and CPR/AED certification required. Health Education Specialist certification preferred.

Ability to meet all hiring and retention requirements, including passage of drug test and background check.

Thorough knowledge of principles and practices of health promotion and education, with ability to effectively prepare and conduct educational activities and materials for a wide variety of target groups.

Working knowledge of standard policies and practices of Delaware County Health Department, with ability to apply appropriate procedures accordingly.

Practical knowledge of health and social services available to Delaware County residents, with ability to implement public health programs and facilitate referrals as appropriate.

Working knowledge of standard office policies and procedures with computer skills, including word processing, spreadsheet, presentation, email, internet, and Department-specific software systems, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of filing systems with ability to create and maintain accurate and complete Department files.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare documents, correspondence, and detailed written reports as required.

Ability to effectively listen, comprehend, and communicate orally and in writing with co-workers, other County/City departments, state departments and agencies, community organizations, social service agencies, daycares and schools, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to craft messages that match target audience's health literacy level to effectively communicate information.

Ability to create positive collaborative relationships with outside agencies and community organizations.

Ability to plan and deliver public speaking presentations and special events.

Ability to properly operate standard office equipment, including computer, copier, telephone, presentation equipment, and health educational models, and to operate a vehicle.

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

Ability to compile, analyze/evaluate information, and make data-driven decisions.

Ability to count, compute, and perform arithmetic operations.

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

Ability to work on several tasks at a time, occasionally under time pressure or amidst distractions.

Ability to compare or observe similarities and differences between data, people, or things, and apply knowledge of people and locations.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements and Health Insurance Portability and Accountability Act (HIPAA).

Shall 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 occasionally work extended, evening, and/or weekend hours and travel out of town for trainings and conferences, sometimes overnight. Ability to respond to public health emergencies on a 24-hour basis.

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

II. DIFFICULTY OF WORK:

Incumbent exercises independent judgment in interpreting general guidelines, instructions, and rules to adapt them to specific cases and circumstances that arise during the course of performing a broad range of duties, many of which are unrelated to one another and present new or unique problems.

III. RESPONSIBILITY:

Incumbent is responsible for proper completion of assigned tasks where desired results are clearly indicated. Incumbent exercises independent judgment in a variety of situations and circumstances, using departmental policies for guidance. Unusual problems or situations are discussed with the supervisor, and work product is periodically reviewed for soundness of judgment and conclusions, and overall adherence with departmental policies.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent communication with co-workers, other County/City departments, state departments and agencies, community organizations, social service agencies, daycares and schools, and the public for purposes of exchanging information and instructing.

Incumbent reports directly to Administrator.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties primarily in a standard office environment and outdoors, involving sitting/walking at will, sitting/standing/walking for long periods, driving, keyboarding, lifting/carrying objects weighing under 25 pounds, pushing/pulling objects, handling/grasping/fingering objects bending, reaching, crouching/kneeling, close/far vision, hearing sounds/communication, and speaking clearly.

Incumbent is occasionally required to work extended, evening, and/or weekend hours, travel out of town for trainings and conferences, sometimes overnight, and respond to public health emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Health Educator for the Delaware County Health Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name