



## Tazewell County Health Department

### Job Description

<b>Job Title:</b>	Health Educator
<b>Department:</b>	Community Division
<b>Reports To:</b>	Director of Community
<b>Job Status:</b>	Full Time
<b>Grade:</b>	15
<b>FLSA Status:</b>	Non-exempt
<b>Prepared By:</b>	Karla Burress
<b>Approved By:</b>	Amy Tippey
<b>Approved Date:</b>	10/13

**Summary:** Plans, organizes, presents and implements preventive health education programs to provide the community with knowledge and skills to improve and/or sustain health and quality of life.

#### Essential Duties and Responsibilities:

- Uses Best Practices and evidence based programs to target and impact the health of the community.
- Conducts community surveys and collaborates with other health specialists and civic groups to ascertain health needs, develop desirable health goals, and determine availability of professional health services
- Prepare and present educational programs to target audiences; research current health issues to enhance programs and educational materials such as brochures, newsletters, press releases, and distribute as appropriate.
- Develops and maintains cooperation and collaboration between public, civic, professional, and voluntary agencies.
- Prepares and disseminates educational and informational materials.
- Promotes health discussions in schools, industry, and community agencies.
- Plans for and provides educational opportunities for health personnel.
- Assist in compiling and preparing program statistics and reports.

#### Supervisory Responsibilities:

None

#### Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The items listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Special Requirements:** Must abide by all Departmental Policies as presented in the Personnel Policy Manual, any polices/procedures within the Department employed and all other duties as assigned.

- Must be able to meet department requirements for delivering presentations, knowledge of current health education issues, and work flexible hours to accommodate program requirements.

- Must take courses for NIMS compliance: 100a, 200a, 700a, & 800b
- Ability to work with community-based coalitions and organizations, community capacity building efforts, technical experience, and group facilitation
- Self-motivated, able to balance multiple and competing priorities or deadlines, excellent organizational skills, and ability to track multiple projects/programs tasks as delegated to program staff
- Excellent written and oral presentation skills, with ability to engage, inspire, build credibility and engender trust with any and every audience. This includes the ability to build coalitions, negotiate, and resolve conflicts effectively while preserving important relationships with partners and funders
- Ability to organize and coordinate the work of the unit

**Education and/or Experience:**

Bachelor's degree in Community Health Education or related field required  
1 years experience required.

**Certificates, Licenses, Registrations:**

Current driver's license  
Current auto insurance  
Child Passenger Safety Technician Certification

**Knowledge:**

- Knowledge of the core functions and essential services of public health
- Knowledge of the principles and practices of public speaking
- Knowledge of community resources and health agencies related to public health

**Language Skills:**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, media, clients, customers, and the general public.

**Mathematical Skills:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Apply principles of good ethical/legal practice as they relate to study design and data collection.

**Computer Skills:**

Basic PC hardware and software, Windows OS, LAN and IP Functions, email systems and operations.

**Physical Demands:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to use hands to finger, handle or feel. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electric shock. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is frequently exposed to outside weather conditions.

Form Updated: 6/4/13 (evb), 12/8/14 (kjb)