

POSITION: Health Educator I

*May Underfill as Health Education Technician

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

FULL TIME GRANT FUNDED POSITION

This position will work in various programs such as Tobacco, Opioid Response, Chronic Disease and Injury.

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Posting # 993620-0119ksa

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REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

GRADE: Health Educator I - 506

GRADE : Health Education Technician - 505

STARTING SALARY: 506 - Step A, \$20.77 – Step G, \$23.86 / \$1,161.60 - \$1,908.80 Bi Weekly

***505 – Step A, \$19.34 – Step G: \$22.25 per hour / \$1,547.20 - \$1,780.00 Bi Weekly**

Salary will be determined upon experience and or education

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: February 7, 2019

CLOSING DATE: February 21, 2019

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months

For additional information see the job description at - - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Under direct leadership of a Program Manager – Health Promotions or Division Director, develops, designs, monitors, coordinates, evaluates, and administers health education and prevention activities in Utah County. Performs clerical, technical, and entry-level professional work in assisting in the essential functions described below.

DUTIES INCLUDE:

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

- Assess local health education needs using surveys and other assessment tools; document and evaluate results and presents findings to division and/or program administrators; develop comprehensive local health education plans based upon identified needs.
- Coordinate local, state, and national campaign promotions for Utah County residents by implementing awareness campaigns, media relations and other social marketing plans.
- Design and implement health programs in accordance with comprehensive local health plans and teach about cardiovascular disease, cancer, injury control, environmental health, diabetes and other health topics.
- Develop multimedia and Web 2.0 initiatives to support various program efforts.
- Evaluates the helpfulness and impact of health education and/or substance abuse prevention education programs by conducting process, impact, and outcome evaluation efforts.

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- Disseminate general health education information for the various divisions of the County Health Department; consult with, and educate, the divisions and/or assist in bringing together comprehensive prevention services throughout the county by assisting in consultation services and networking with other agencies or groups.
- Respond to public health emergencies as required by department or division administration.
- Carry provided pager, cellular phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone at home.

May be assigned duties from one or more of the following functions:

Health Promotion

- Design and implement school curricula, clinic education, community classes, and public education programs.
- Design and implement programs to reduce injuries from unintentional injuries or loss and injury from substance abuse related mishaps; conducts surveys to detect associated behavioral changes.
- Design and implement wellness programs for County businesses willing to participate; serve as a behavioral coach when applicable.
- Oversee budgets and expenditures for programs funded by various grants and contracts.
- Develop policies designed to improve the health and well-being of the public.
- Monitor the performance plan of grants and prepare annual renewal plans within the CATALYST data reporting system.
- Participate in community disease cluster investigations and evaluate the effectiveness of department programs in public health competencies and in responding to public health outbreaks and emergencies.
- Work with epidemiological data available from state, federal, and local sources.

Public Health Nursing

- Plan, implement, and evaluate prevention programs within women's clinic.
- Participate in clinics about Women's health, cancer prevention, cardiovascular disease by teaching, counseling, and making referrals to other community resources; chart progress of clients and coordinate medical contacts as needed.
- Visit homes and other agencies as needed for case management to obtain information and to educate and counsel.
- Maintain updated information on current public health issues related to women's health, cancer, cardiovascular disease, and other public health issues as assigned.
- Assist Clinic Director in coordinating BeWise program.
- Monitor the performance plan of grants and prepare annual renewal plans within the CATALYST data reporting system.
- Assist with advocacy and development of policies to prevent disease associated with women's health issues.
- Work with epidemiological data available from state, federal, and local sources.
- Collaborate on cross cutting programs within the Health Promotion Division.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of health education theory and principles including human behavior modification

Knowledge of public health terminology, methodology, organization, and practices

Skilled in teaching and training techniques

Skilled in utilization of new electronic technologies (Web 2.0)

Skilled in written and verbal communication

Skilled in interpersonal and public relations

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Ability to lead discussions and teach large or small groups

Ability to establish and maintain cooperative relationships with those contacted during the course of work activities

Ability to develop curriculum, make presentations and effectively evaluate program effectiveness

Ability to proficiently utilize computers

Ability to write technical reports

Ability to be an active member of a team

Ability to be self-motivated and self-directed

REQUIREMENTS FOR EMPLOYMENT:

Health Educator I

Required Education and Experience

1. Bachelor's degree in a field related to community health, health promotion, or public health.
2. Two (2) years of health education work experience.
3. A completed, related master's degree may be substituted for two (2) years of health education work experience.

Additional Eligibility Qualifications

1. Applicant must be eligible to become a Certified Health Education Specialist (CHES).
2. Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy.
3. Applicant must possess a current driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
4. Selected applicants will be required to submit to a pre-employment drug screen and background check.

Health Education Technician

Required Education and Experience

1. Bachelor's degree in a field related to community health, health promotion, or public health.

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.