

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: HEALTH EDUCATION TECHNICIAN, HEALTH EDUCATOR I/II  
CLASS CODE: TECHNICIAN: 3121 I: 3620 II: 3120

FLSA STATUS: NON-EXEMPT  
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 2/10/2015 (REVISED 1/22/2015 VERSION)  
DEPARTMENT: HEALTH

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## **JOB SUMMARY**

Develops, designs, monitors, coordinates, evaluates, and administers health education and prevention activities in Utah County.

## **CLASS CHARACTERISTICS**

**Health Education Technician:** Under direct leadership of a Health Promotion Program Manager, performs complex clerical, technical, and entry-level professional work in assisting in the essential functions described below.

**Health Educator I:** Performs working-level professional work under general supervision of the Health Promotion Director.

**Health Educator II:** This full performance level is a Certified Health Education Specialist (CHES) performing professional work under general supervision of the Health Promotion Director.

## **ESSENTIAL FUNCTIONS**

Assesses local health education needs using surveys and other assessment tools; documents and evaluates results and presents findings to division and/or program administrators; develops comprehensive local health education plans based upon identified needs.

Coordinates local, state, and national campaign promotions for Utah County residents by implementing awareness campaigns, media relations and other social marketing plans.

Designs and implements health programs in accordance with comprehensive local health plans and teaches about cardiovascular disease, cancer, injury control, environmental health, diabetes and other health topics.

Develops 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.

Disseminates general health education information for the various divisions of the County Health Department; consults with, and educates, the divisions and/or assists in bringing together comprehensive prevention services throughout the county by assisting in consultation services and networking with other agencies or groups.

Responds to public health emergencies as required by department or division administration.

Carries provided pager, cellular phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone at home.

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**ADDITIONAL ESSENTIAL FUNCTIONS SPECIFIC TO ASSIGNMENT:**

Health Promotion

Designs and implements school curricula, clinic education, community classes, and public education programs.

Designs and implements programs to reduce injuries from unintentional injuries or loss and injury from substance abuse related mishaps, and conducts surveys to detect associated behavioral changes.

Designs and implements wellness programs for County businesses willing to participate; serves as a behavioral coach when applicable.

Oversees budgets and expenditures for programs funded by various grants and contracts.

Develops policies designed to improve the health and well-being of the public.

Monitors the performance plan of grants and prepares annual renewal plans within the Utah Data And Reporting Tool (UDART) database program.

***Additional Responsibilities May Include:***

Participates in community disease cluster investigations and evaluates the effectiveness of department programs in public health competencies and in responding to public health outbreaks and emergencies.

Works with epidemiological data available from state, federal, and local sources.

Public Health Nursing

Participates in clinics about Sexually Transmitted Infections (STI) by teaching, counseling, and making referrals to other community resources; charts progress of clients and coordinates medical contacts as needed.

Visits homes and other agencies as needed for case management to obtain information and to educate and counsel.

Maintains updated information on current public health issues related to epidemiology as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:** health education theory and principles including human behavior modification; public health terminology, methodology, organization, and practices.

**Skill in:** teaching and training techniques; utilization of new electronic technologies (Web 2.0); written and verbal communication; interpersonal and public relations.

**Ability to:** lead discussions and teach large or small groups; establish and maintain cooperative relationships with those contacted during the course of work activities; develop curriculum, make presentations and effectively evaluate program effectiveness; proficiently utilize computers; write technical reports; be an active member of a team; be self-motivated and self-directed.

**Additional Knowledge, Skills, and Abilities specific to Public Health Nursing:**

**Knowledge of:** emergency, first aid and CPR procedures; local medical services available to appropriately assist clients.

**Skill in:** dealing with psycho/social issues.

**Ability to:** use clinic screening equipment; maintain organized and accurate medical records.

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### **PHYSICAL DEMANDS**

**Regularly:** sits at a desk or table; walks, stands, or stoops; drives a motor vehicle; works for sustained periods of time maintaining concentrated attention to detail.

**Occasionally:** lifts or otherwise moves objects weighing up to 30 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is generally performed in an office or other environmentally controlled room, but is occasionally performed for sustained periods outdoors including in hot, cold, or inclement weather. Work occasionally requires the use of protective devices such as masks, goggles, and/or gloves. Work occasionally exposes the incumbent to contagious or infectious diseases.

### **EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS**

Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy. Selected applicants may be subject to a background check.

**Health Education Technician:** bachelor degree in a field related to community health, health promotion, or public health.

**Health Educator I:** bachelor degree in a field related to community health, health promotion, or public health and two (2) years of health education work experience. A completed, related master degree may be substituted for two (2) years of health education work experience.

**Health Educator II:** bachelor degree in a field related to community health, health promotion, or public health and four (4) years of health education work experience. A completed, related master degree may be substituted for two (2) years of health education work experience.

### **LICENSING AND CERTIFICATION**

**Health Education Technician:** applicant must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

**Health Educator I:** applicant must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment. Applicant must be eligible to become a Certified Health Education Specialist (CHES).

**Health Educator II:** applicant must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment. Applicants selected after 06/14/2008 must possess, and thereafter maintain, certification as a Certified Health Education Specialist (CHES).

### **CAREER LADDER ADVANCEMENT**

For a promotion through career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must: 1) possess the required licensure and certifications of the higher classification level, 2) meet the education and experience requirements and the class characteristics of the higher classification level, 3) have written recommendation from the department head and, 4) receive approval from the Director - Office of Personnel Management.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.